

**Position Description – POSITION/ROLE OVERVIEW**

<b>Senior Structural Engineer</b>			
<b>THE ROLE</b>			
<b>KEY OBJECTIVES</b> <i>The key objectives of this role.</i>	<p>The primary function of this role includes the following key objectives:</p> <ul style="list-style-type: none"> <li>• Deliver innovative structural engineering design consultancy services to a range of clients and industries, achieving successful design outcomes and meeting statutory requirements.</li> <li>• Work effectively within project teams to ensure the expected outcomes for clients and key stakeholders are met, delivered on time and within budget.</li> <li>• Provide mentoring, and technical guidance and support to engineering and drafting personnel within the team.</li> <li>• Liaise with clients and other stakeholders on a range of issues to provide technical input as required.</li> <li>• Prepare fee proposals and submissions and contribute to the development, growth and expansion of TGM's portfolio of clients and projects by assisting the Manager – Structural Engineering as required.</li> <li>• Participate in and contribute to, the ongoing improvement of the structural unit's professional services and systems.</li> <li>• Maintain TGM's professional standards, meeting company objectives in relation to budget targets, service quality, company reputation, QA, OH&amp;S and environmental standards.</li> </ul>		
<b>REPORTING TO</b>	Manager – Structural Engineering		
<b>ROLE/TASK &amp; RESPONSIBILITIES</b> <i>The key role and primary activities, tasks and/or responsibilities.</i>	<p>The primary responsibility is to deliver high quality structural engineering design services in an efficient and effective manner, including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Assist the Manager – Structural Engineering to plan, co-ordinate and schedule timely delivery of project services (design/drafting &amp; supervision) ensuring outcomes, timelines and budgets are met.</li> <li>• Develop cost effective designs in a timely manner that are appropriate to the project and client's needs, ensuring documentation is accurate and correct prior to issue.</li> <li>• In conjunction with the Manager – Structural Engineering, ensure that the necessary resources are allocated to achieve the project priorities and time is allocated appropriately against projects.</li> <li>• Liaise with authorities or relevant stakeholders to ensure approvals are gained in an efficient and timely manner.</li> <li>• Undertake site inspections for individual projects to ensure site conditions are considered in the design process.</li> <li>• Attend meetings with local authorities and stakeholders to negotiate project outcomes.</li> <li>• Ensure clients are promptly advised of design issues or other adverse situations that could materially impact on the project.</li> <li>• Maintain knowledge and competence in the use of Spacegass, RAPT, Inducta and other structural design software deemed necessary to complete projects.</li> <li>• Provide technical guidance and support to the engineering and drafting personnel within the team.</li> <li>• Prepare fee proposals and submissions that build and grow the business portfolio of the Structural group, in line with TGM's Corporate Strategy.</li> <li>• Achieve monthly work outputs as designated by the Manager – Structural Engineering.</li> <li>• Ensure TGM's professional standards are maintained and company objectives in relation to budget targets, service quality, company reputation, OH&amp;S and environmental standards are met and take responsibility for compliance with external and internal standards.</li> <li>• Maintain appropriate professional relationships and networks within the industry to ensure TGM retains a high level of respect and regard.</li> <li>• Identify new business opportunities and assist the Manager – Structural Engineering with pursuing these opportunities when directed.</li> <li>• Perform all work in a manner that is safe and without risk to themselves or other team members.</li> </ul>		
<b>AUTHORITY</b> <ul style="list-style-type: none"> <li>➤ <i>Decision making</i></li> <li>➤ <i>Delegation powers</i></li> </ul>	As directed by the Manager – Structural Engineering, this position has the authority to take any reasonable action that is consistent with the responsibilities of the position and required to ensure safe and efficient delivery of work, subject to any limitations imposed by management and/or company policies and procedures.		
<b>KEY MEASURES</b> <i>Key areas that the incumbent's performance will be assessed against.</i>	<p>The Manager – Structural Engineering may apply KPI's or other performance measures to the objectives implicit in the role. These KPI's may be in relation to (but not limited to) items such as:</p> <ul style="list-style-type: none"> <li>• Achieve a budgeted 'Target Utilisation Rate' as agreed.</li> <li>• Achieve agreed project budget targets.</li> <li>• Deliver projects in a timely manner within budget and achieve high levels of client satisfaction.</li> <li>• Compliance with relevant legislation, codes, industry standards, TGM Quality, OH&amp;S, Environmental, Corporate, Financial and Human Resources management systems.</li> </ul>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><i>Initials:</i></td> <td style="width: 50%;"><i>Date:</i></td> </tr> </table>	<i>Initials:</i>	<i>Date:</i>
<i>Initials:</i>	<i>Date:</i>		

## **Position Description – INCUMBENT REQUIREMENTS**

### **Senior Structural Engineer**

<b>Senior Structural Engineer</b>	
<b>THE INCUMBENT</b>	
<b>ATTRIBUTES</b> (Type of person) <i>The key attributes necessary to successfully fulfil the objectives and responsibilities of this role.</i>	Key attributes required for this role include: <ul style="list-style-type: none"> <li>• A commitment to high quality product and service delivery, with a critical eye for detail and accuracy and a determined approach to work.</li> <li>• Exceptional customer service and client communication skills, with a professional approach to maintaining relationships.</li> <li>• Self-motivated with the ability to work within multiple project teams with competing demands/priorities, to ensure satisfactory completion of projects.</li> <li>• The ability to manage priorities in a changing environment, with an emphasis on meeting client requirements within defined timeframes and budgets.</li> <li>• The ability to understand the importance of monitoring the progress and financial status of projects on a regular basis.</li> <li>• Establish and maintain rapport with relevant stakeholders including clients, authorities, contractors, other professional consultants and the general public.</li> <li>• Significant technical and mentoring skills to assist in the development of Structural Engineering personnel.</li> <li>• Willingness to travel and work in different locations when required.</li> <li>• A commitment to ongoing professional development (both personally and for the team).</li> </ul>
<b>EXPERIENCE</b> (Guide only)	At least 5 to 7 years in a structural engineering role within an engineering consultancy.
<b>SKILLS &amp; COMPETENCIES</b> (Professional & technical skills & competencies) <i>The specific skills sets &amp; competencies the incumbent needs to be successful in this role.</i>	The ability to manage own day-to-day activities in line with the Manager – Structural Engineering’s directions, and able to demonstrate: <p><b><u>Operational</u></b></p> <ul style="list-style-type: none"> <li>• Advanced structural engineering design and management experience including:               <ul style="list-style-type: none"> <li>- Commercial, industrial and high-end residential projects.</li> <li>- Ideally experienced in infrastructure projects including bridges, retaining walls and similar structures.</li> <li>- Multi-level buildings up to 3 storeys including basement design.</li> </ul> </li> <li>• Advanced experience with structural design/drafting software such as AutoCAD, Revit, Space Gass, RAPT and Inducta.</li> <li>• Sufficient experience to obtain “Registered Building Practitioner Registration” (Victorian).</li> <li>• Progress towards professional recognition as a CPEng.</li> <li>• Advanced communication, interpersonal and stakeholder relationship management skills.</li> <li>• Experience in the preparation of fee proposals, tender documents and submissions.</li> <li>• Ability to identify and develop alternate design options that present more cost effective and innovative solutions.</li> <li>• Experience with, and a commitment to Quality, OH&amp;S and Environmental management systems.</li> </ul> <p><b><u>Business Development</u></b></p> <ul style="list-style-type: none"> <li>• Assist with developing and growing the Structural Engineering business portfolio, by having the ability to build, maintain and enhance professional relationships with current and potential business partners, clients and other relevant stakeholders and allied professionals.</li> </ul>
<b>ACADEMIC</b> <i>Qualifications required or preferred.</i>	A relevant engineering qualification recognised by Engineers Australia as eligible for membership as a professional engineer.
<b>OTHER REQUIREMENTS</b>	Extensive experience within an engineering consultancy Personal presentation is of a high professional standard. Willingness to travel to different locations if required. A valid Australian driver’s license. Ability to legally work within Australia.

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Employee’s Signature

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Date

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Manager’s Signature

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Date