

Position Title	Graduate Design Engineer
Department	City Assets
Unit	Asset Design
Team	Civil Design
Supervises	Nil
Reports To	Team Leader Design
Grade	
Date Prepared	23/06/2025
Date Last Updated	23/06/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

As a Graduate Design Engineer, you will deliver design documentation and cost estimates on assigned Capital works projects.






Accountabilities

- Carry out site investigations and prepare preliminary designs and reports in line with investigation.
- Prepare detailed documentation for tender and construction.
- Prepare cost estimates related to design documentation and in line with project budget.
- Liaise with your Team Leader, Project Officers, relevant Utilities, Asset partners and/or other Government agencies in the delivery of design documentation.
- Serve as a tender evaluation panel member in the selection of contractors and consultants

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Foundational	<ul style="list-style-type: none"> • Understands own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships		
Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of coworkers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results		
Think and Solve Problems	Foundational	<ul style="list-style-type: none"> • Finds and checks information needed to complete own work tasks • Breaks down information and issues into component parts • Thinks through the options available and checks his/her suggested approach • Refers complex issues and problems to a manager/ supervisor
Resources		

Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies
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* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualification in Civil Engineering recognised by Engineers Australia
- Class C driver’s licence
- WHS construction induction certification

Essential Experience

- Minimum 1-year post-grad experience working in the field of design
- Demonstrated ability in the areas of survey, analysis, design and documentation of civil infrastructure

Desirable Qualifications and or Experience

- Knowledge of current Australian engineering standards in particular RMS, AUSTROADS standards and guidelines, AUSPEC and Australian Rainfall and Runoff.

- Demonstrated competency in the use of civil engineering software programs e.g. AutoCAD.
- Knowledge of construction cost estimating and extraction of quantities for civil infrastructure projects.
- Knowledge of and ability to prepare REFs (Review of Environmental Factors) for design projects in accordance with EP&A Act of 1979.
- Excellent written and verbal communication skills.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: Click to Specify Licence	<input type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input type="checkbox"/>	<input type="checkbox"/>