

Senior Project Engineer

Classification:	Level 8
Agreement:	The Shire of Broome Inside Industrial Agreement
Department:	Engineering
Directorate:	Infrastructure
Location:	Administration Office
Date reviewed:	October 2025
Approved by:	Director Infrastructure

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

- Carry out general and specific high level engineering investigations, asset management, project
- design, tender and contract administration, and the management and delivery of Shire projects.
- Provide leadership and guidance for infrastructure and development and project and design.
- Undertake engineering investigation and design.

Position Key Responsibilities and Duties

Engineering/Organisational

- Preparation of capital budgets and authorise expenditure under broad direction of the Shire's approved budget.
- Collaborate within the Infrastructure Directorate to identify, plan and develop initiatives.
- Ensure that Infrastructure policies and operations conform to the statutory requirements within which it operates (Local Government Act, Codes, Privacy Act, Anti-discrimination Act, etc.).
- Generally, provide advice to Executive and staff in all matters dealing with areas of responsibility.
- Undertake special projects.

Engineering Project Management and Special Project Management Functions

- Prepare comprehensive consultant briefs for civil engineering projects.
- Review project design documentation to ensure that it is correct, to a high degree of accuracy suitable for construction and in accordance with the relevant standards and guidelines.
- Supervise, coordinate and mentor where appropriate internal engineering staff. • Project Management of all assigned projects.
- Manage the correspondence, reports and administrative requirements for areas under direct control.
- Develop and manage transparent reporting systems and procedures.
- Create Project Time lines being available to the Director Infrastructure
- Develop/ensure that all project plans, OSH, Traffic management plans, clearance permits and other documentation as required
- Prepare charts and reports of progress of works to the Director Infrastructure on a regular basis.
- Engage, liaise and manage consultants to provide the required outcomes as necessary
- Liaise with public utilities and authorities for the co-ordination of works and the protection of services.
- Prepare updates on the progress of works and expenditure against budget allocations and report-anticipate discrepancies to the Director Infrastructure.
- Carry out high level investigations, detailed designs and project management of various Shire engineering projects as directed by the Director Infrastructure

- Deliver all contract and associated administrative requirements in a timely, professional manner to a high standard and level of responsibility, the duties are to be undertaken with minimal supervision.
- Manage the survey, investigation and design of capital works projects.
- Prepare detailed and accurate cost estimates for capital works projects.
- Manage procurement requirements in relation to quotations and tenders.
- Ensure probity of procurement processes.
- Provide assistance to the Manager Engineering to ensure implementation of capital and maintenance programs within time and budget constraints.
- Prepare agenda items for Council as required.
- Provide input into the 10 year capital works program and long term financial plan.

Customer Interface

- Liaise with community representatives, service authorities and all project stakeholders to ensure compliance with all cultural, environmental and community requirements.
- Liaise with staff from all directorates in relation to ongoing projects, attend and participate in specific Technical Advisory Groups as requested.
- Respond to inquiries or complaints from the public and internal requests for services.
- Where relevant maintain effective and co-operative communication with businesses, ratepayers and other major stakeholders, to ensure ethical and transparent working relationships are maintained in carrying out Council policy.
- Contribute to the promotion of significant achievements in terms of media coverage and stakeholder networking in consultation with the Media and Promotions Officer.

Organisational Responsibilities

Human Resource Management

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

Work Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings

- Attendance at WHS Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations if required

Compliance:

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Manager Engineering
Supervises:	Project Engineer
Internal Contacts:	Manager Works Building and Asset Coordinator Chief Executive Officer All Staff as required
External Contacts:	Contractors Public/Ratepayers Community Cultural Leaders Council Solicitor Business & professional groups Other Local Governments Government Agencies Consultants
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Comprehensive written and interpersonal communication skills
- High level experience in applying relevant legislative, statutory and industry standards in relation to civil engineering projects.
- High level demonstrated experience in the delivery of engineering projects.
- Demonstrated project management experience coordinating consultants to deliver multiple projects that meet strict deadlines, budgets, and identified project outcomes.
- High level knowledge of engineering project planning, design, management and implementation.
- Demonstrated experience in applying Risk Management and work place Health and Safety principles and policies to civil design projects and the work place.
- Demonstrated ability to present accurate, concise and timely reports on relevant matters.
- Advanced knowledge of civil engineering contract management.
- High level experience in budget preparation, monitoring and control of projects.
- Sound time management skills
- Sound customer service skills
- Comprehensive level of computer literacy with industry standard computer applications, as applicable for the position.
- Ability to accept responsibility and work with limited direction to achieve desired outcomes

Qualifications and/or Training:

- Relevant Tertiary qualifications in Civil and/or Municipal Engineering, or extensive experience (7 - 10 years) at a high level in the design, project management and delivery of Civil or Municipal Engineering works.
- Current unrestricted “C-A” (automatic) or “C-B” (manual) class national driver’s licence.
- Commitment to ongoing personal and professional development training as required.
- White Card (Basic Construction Industry Induction).

Desirable:

- Previous experience in a similar position in Local Government, an Engineering consultancy or civil construction field.
- Project Management Qualifications

Please note: it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.