

The Position: **Civil and Structural Design Engineer**

Working Arrangement: *Full Time*

Work Agreement Type: *Employment Agreement*

Reports to: *Engineering Manager*

Date of Review: *26/06/2018*

Primary Job Purpose: The Civil and Structural Design Engineer is responsible for providing professional engineering services to Adra Group's customers.

Responsibilities: In fulfilling the primary focus of the position, the incumbent will typically perform the following in compliance with Adra systems and Client requirements:

1. Perform civil and structural design and analysis.
2. Perform Failure Modes, Effects and Cause Analysis.
3. Conduct Hazard Identification and Risk Assessments.
4. Provide technical specification and support to drafting resources.
5. Carry out technical and economic feasibility studies.
6. Exercise judgement and initiative in the application of engineering principles, techniques and methods to achieve project/task outcomes.
7. Identify client needs and develop appropriate scope of works and proposals for peer review.
8. Represent the company to clients and work on sites in a professional and safe manner.
9. Identify, assist and/or develop technical systems within the business that improve productivity and quality.

Key Selection Criteria: To achieve the purpose of the position, the following attributes are required:

1. Civil / Structural Engineering Degree.
2. Experience in civil and structural design.
3. Proficiency in the use of FEA analysis, modelling software and MS Office applications.
4. A sound understanding of structural design relating to industrial plant, buildings and civil works with an ability to apply technical skills in a practical manner to achieve project outcomes..
5. Proven ability to work in a close team environment with experience in developing and maintaining relationships with team members and clients.
6. Excellent written and verbal communication skills including report writing.
7. Ability to use conceptual and analytical skills to interpret and apply industry standards and best practice research to projects.
8. A commitment to continued professional development.

Other relevant skills, knowledge and In addition to the Key Selection Criteria required to achieve the purpose of the position, the following attributes are required:

experience:

1. Eligibility for professional membership of Engineers Australia.
2. Desire to achieving CPEng and RPEQ accreditation.
3. Current driver's licence.

Key Relationships:

It is expected that the incumbent will build and maintain effective working relationships within Adra Group and its clients.

Other relevant information:

Performance Management

1. Adra Group is committed to supporting all staff in their development, career aspirations and pursuit for job satisfaction.
2. The Civil/Structural Engineer will have a documented Career Development Plan and Assessment with the Engineering Manager at least quarterly. Key performance indicators will be discussed as part of this process.

Remuneration

1. A competitive salary package will be negotiated and will be detailed in the Employee Contract.
2. Opportunity for flexible working arrangements will be negotiated.

Working Arrangements

1. Hours of duty will be according to work requirements and initially the role will be 5 days per week.
2. The position can be based in *Perth, Traralgon or Townsville* and it is expected that the Civil/Structural Engineer will reliably commute to the office base.

About the Position Description:

As Adra Group evolves to meet the changing needs of our market, so will the roles required of its staff. As such, staff should be aware that this document is not intended to represent the role in its entirety and for perpetuity. The role statement is intended to provide an overall view of the incumbent's role at the date of statement. In addition to this document, specific tasks and responsibilities will be described in the Career Development Plan developed by the incumbent and relevant supervisor as part of Adra Group's HR policies and procedures.

Manager Authorisation:

Name: _____ Signature: _____
Date: _____

Employee Acceptance:

Name: _____ Signature: _____
Date: _____