



POSITION DESCRIPTION

Position Identification

Title:	Senior Civil / Environmental / Agricultural Engineer
Regions:	Southern Queensland, Northern NSW, Southern NSW
Region Offices:	Toowoomba, Armidale, Wagga Wagga (respectively)
Classification:	Professional Officer
Direct Responsibility to:	Region Manager
Date of Review:	Three (3) months after commencement of contract and thereafter every 12 months

Purpose of Position

- To undertake investigative and consultative work on site for clients of E.A. Systems Pty Limited in the areas of civil works design, intensive livestock facility design, agricultural waste management, irrigation design, environmental impact assessment, environmental monitoring and agronomic advice.
- To provide technical and professional leadership in the fields of mining, environmental and agricultural engineering
- Initiate, lead and conduct research projects and technical activities for business and government
- To encourage and coordinate the development of E.A. Systems business in region of appointment.
- To provide assistance to, and participate in, the Engineering and Project Management team and Board of Management, planning for E.A. Systems operations and business development.

Supervises

Supervise professional & technical staff in the regional office or on projects which they are leading.

Delegations

Delegation to select and recommend casual workers or sub-contractors improving the technical knowledge and operational efficiency of the regional office.

Minimum Qualification

Employees in this position must have as a minimum a bachelor degree in agricultural or environmental engineering or agreed equivalent.

This position requires the employee to hold a current c class driving license.

Experience

- Experience in conducting research projects in applied engineering as it applies to primary industries in Australia and overseas.
- A minimum of 5 years practical experience working as an engineer in an appropriate primary industry discipline.
- A minimum of 3 years working as an engineer in a commercial advisory / consultancy capacity.

Skills and Abilities

- A broad knowledge of Australian agriculture, familiarity with regional and rural agribusinesses (such as irrigation operations, intensive livestock facilities, food processing plants and mines).
- Ability to use initiative to market the company's services to potential clients, secure project and continuing work, and grow the regional office.
- Competency in the use of computers and, in particular, a high level of proficiency in the following packages: MicroSoft Dynamics, Microsoft project, Word, Excel, AutoCAD, Civil 3D, WaterCad.
- Ability to formulate an effective research approach or investigative procedure.
- Ability to recognise and to visualise appropriate innovative solutions to problems, and ability to convert ideas into practical solutions for clients to adopt.
- Ability to communicate clearly and effectively with clients and other professionals.
- Ability to act independently to complete tasks on time.
- Willingness to work in multidisciplinary teams.
- Ability to transfer technological achievements.

Personal Qualities

- High level of interpersonal skills and, in particular, excellent telephone skills.
- Ability to act independently and to complete tasks on time.

- Decisive, innovative and showing initiative.
- Enjoy undertaking a combination of field and office work.
- Possession of integrity, tact and discretion with demonstrated ability to maintain confidentiality.

Use of Equipment

During the performance of the duties described in this Position Description you will come in contact with and will be expected to operate the following equipment:

Office equipment:	Facsimile, Printer, Plotter, Personal computer
Software:	Microsoft Dynamics, EASy Intranet, AutoCAD, Civil 3D, ArcView, Excel, Word, Access
Field equipment:	Soil Sample, GPS

Hours of Work

Standard hours of work are between 8.30am to 5.30pm. This position is required to interact closely with staff and also lead the initiation / coordination of some field work or away from office activities. This may require supervising project work or attending to administrative matters after hours and at weekends. Some overnight travel may be required in this position.

Duties of Position

- To undertake and lead consultations, projects, research and development in the fields of environmental and agricultural engineering.
- To identify opportunities and initiate proposals for consultative, project, or investigative work or external funding of R&D projects by E.A. Systems.
- Provide positive leadership for the development of the business and direction of the regional office.
- To extend scientific knowledge derived from E.A. Systems research and from the literature to E.A. Systems staff and directly to clients. Prepare extension information for publication and dissemination.
- To develop positive and enduring links with clients, government environmental regulatory agencies, tertiary education institutions and research and development organisations.
- To provide supervision, direction and coordination of staff in the day-to-day office operations and those involved in associated project work away from the office.
- Maintain and develop business management and technical skills by attendance at appropriate workshops, conferences or seminars, and by liaison with fellow professional, technical, and administrative staff.
- To assist and participate in planning, training, and business development activities.
- Provide advice to the Region Manager on regional office operations and issues affecting the services provided by E.A. Systems, and to work with the senior management team and staff.

- Administrative duties, including the preparation of reports as required.
- Other duties as directed by the Region Manager and Managing Director.

Key Performance Indicators

To enable management to assess your development, the following key performance indicators will be used:

- Minimum average billing efficiency of 75% (being time billed to clients)
- Completion of jobs on time and within budget (i.e. timeliness of delivery with minimal cost and hour overruns)
- Significant uptake of new information leading to a high level of quality of work with no re-work or excessive technical review by more senior professional staff. Quality and re-work are defined from time to time by the Board of Management.
- High level of interpersonal skills measured by positive feedback from staff.
- Exceptional client management skills measured by positive feedback from clients.
- Attract work to the group

SELECTION CRITERIA

1. A thorough understanding of agricultural production practices and principles, and practical experience in the operations of one or more industries.
2. Tertiary qualifications in Agricultural or Environmental, Science or Engineering and 2–5 years experience as a practicing professional.
3. Ability to grow the regional office and grow the position.
4. Proven ability to communicate clearly and effectively, both orally and in writing.
5. Proven ability to manage time and prioritise projects with competing interests.
6. Experience in research, including the presentation of research findings, both written and verbal.
7. Ability to act independently to complete tasks accurately on time.
8. Demonstrated advanced computing skills.

Special Note:

Candidates may be required to undertake more than one interview, psychometric tests, work place tests and ‘on the job’ tasks demonstrating their skill level and competencies