Position: Senior Engineer (Mechanical or Electrical) - Interiors

The position will involve some or all of the following key tasks at varying times:

Relationships

Incumbent reports to the Interiors Business Unit Manager with some functional responsibility to the Team Director.

Manage the electrical (or mechanical) engineers of the Interiors’ Team.

Job Summary

Responsible for acting as a Project Coordinator on a selection of projects, including ultimate responsibility for financial control, resourcing management, internal project coordination, administration, programming and client liaison.

Responsible for acting as a Leader of the electrical (or mechanical) section of the Interiors team, including ultimate responsibility for the training, design quality, performance, work processes and resourcing management of the section.

Responsible for managing a selection of client accounts and carrying out business development activities for the Interiors Team.

Responsible for assisting the Interiors Manager in managing the resourcing and performance of the group, setting mid-term goals, organising weekly team meetings and seeking ways of improving the efficiency and productivity of the team.

Responsibilities and Performance Criteria

1. Interiors Fitout Skills

The required standards of performance are attained in the above when:

- The Engineer proves ability to manage multiple projects and organise themselves to meet all assigned deadlines.
- The Engineer takes full ownership of their design and the projects that they are involved in.
- The Engineer constantly seeks ways of improving the efficiency of their work and of their team.
- The Engineer proves ability to clearly communicate to their clients and project teams.
- The Engineer shows great involvement in team work and promote consultation and collaboration with their team fellows.
- The Engineer shows interest and seeks ways of developing their knowledge in other engineering disciplines.

2. Project Coordination

Responsible for coordinating allocated projects.

The required standards of performance are attained in the above when:

- All agreed deadlines are achieved on time.
- When constraints occur which may cause the project to overrun key deadlines a plan of action is developed to ensure that this problem is overcome.
The activities of all personnel involved in the project are co-ordinated so as to ensure the efficient implementation of the project.

The Engineer prepares an up to date progress statement of all current Projects under their control for Project Review meetings with the Team Manager.

3. Design

*Responsible for the overall design work of allocated projects that will include particular responsibility for the Electrical (or Mechanical) Services and the co-ordination of all other Services as applicable.*

The required standards of performance are attained in the above when: -

- All design work is carried out to the required standards of accuracy with specific regard to the NDY Quality Assurance, Design Guides and Practice Notes and appropriate statutory regulations and codes of practice.
- The Engineer constantly seeks to adopt the most up to date practices and to be innovative in their application.
- The Engineer ensures that they are fully conversant with the relevant aspects of the design of the Project under their control and co-ordinates this work to the required standard.
- The Engineer provides training and support to graduates and new staff.

4. Resource Management

*Responsible for planning and managing allocated resources to ensure the satisfactory staffing of projects.*

The required standards of performance are attained in the above when: -

- A plan of project resources is developed at the commencement of each project and agreed with the Team Manager. Resource plans are updated and agreed when project requirements change.
- An up to date project resource utilisation is prepared for the Team Manager.
- Allocated staff and the CAD Manager are briefed regularly in advance of planned work commitments and targets.
- The Engineer contributes to the management of the electrical work resources within the Interiors Group.

5. Marketing

*Responsible for developing and maintaining good working relationships with clients to ensure long-term business partnerships.*

The required standards of performance are attained in the above when: -

- Clients are satisfied with the levels of performance and quality of service provided. Client’s concerns and problems are acted upon and resolved in a prompt, efficient and courteous manner.
- Good working relationships are established and maintained, and the Client’s current and future needs are assessed and acted upon.
- The Engineer actively seeks opportunities for appointments to gain new and profitable business.

6. Quality Assurance Monitoring

*Responsible for ensuring that NDY’s Quality System is followed in all daily activities.*

The required standards of performance are attained in the above when: -

- All QA procedures and guidelines are followed.
- The Engineer actively participates to the design verification process within the team.

7. Project Cost Management
Responsible for managing Project costs and profitability and updating Team and Resource Manager on fee status.

The required standards of performance are attained in the above when:
- The Team Manager is informed on a monthly basis of the status of each project.
- Project costs are constantly monitored and controlled so as to maximise profit potential.

8. Computer Facilities

Responsible for utilising company computer and IT facilities.

The required standards of performance are attained in the above when:
- The Engineer actively utilises the companies hard and software computer facilities in carrying out their responsibilities.
- The Engineer ensures that all computer disciplines as advised by the System Administrator are strictly followed.

9. Key Performance Indicators

The Senior Engineer’s key performance indicators are:
- Project Profitability > 15%
- Deadlines All deadlines are met on time
- Timesheet Submission submitted as per the Sydney office accounting timetable
- Expenses Submission submitted as per the Sydney office accounting timetable
- Balance Scorecard online updates as per the Sydney office timetable
- Cube Project Details and Tasking as per NDY’s Business Process requirements and guidelines
- Projects proceed in a logical sequence based on sound concepts, which meet the client’s requirements. Abortive work is minimised.

10. Plus any other relevant duties required.