

JOB DESCRIPTION

Title: Senior Engineer

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| 1 Primary Function | |
| Assisting in the editorial and maintenance process of AUS-SPEC (local government works) and NATSPEC (building construction) specifications. Preparation of technical information on issues including design, detail, construction, sustainability, maintenance and operations. | |
| 2 Reporting | |
| To the AUS-SPEC and NATSPEC Managers | |
| 3 Supervises | |
| Not initially responsible for the supervision of others. | |
| 4 Work Performed | |
| | Frequency |
| Update and maintenance of existing material: <ul style="list-style-type: none"> • Use your industry knowledge and experience to review content of assigned worksections/documents for publication updates. • Provide input and feedback to other editors on their reviews of worksections, possibly outside your field of experience. • Liaise with external reviewers and organisations to consider any comments they may have on existing material. • Attending technical presentations, webinars and seminars. • Keeping up to date and in touch with current industry practice. | Ongoing. |
| Monitoring and reviewing regulations and standards including: <ul style="list-style-type: none"> • Publications referenced in AUS-SPEC (Austroads, WSAA, etc.). • Publications referenced in NATSPEC (Standards Australia, etc.). • Australian Building Codes Board including the annual editions of the Building Code of Australia. • Other Australian and overseas publications. | Ongoing. |
| Production process activities: <ul style="list-style-type: none"> • Proofing output from the production team. • Resolving technical queries. • Maintenance and updating of information in production and library database systems. • Compile overview documents to summarise biannual update. • Assisting with update mailout. | Biannual. |
| Developing material: <ul style="list-style-type: none"> • Prepare new NATSPEC and AUS-SPEC material. • Research specification topics including those outside your field of expertise, such as product conformity, sustainability, new construction techniques and BIM. • Prepare reports for publication and presentation. • Develop personal specialist fields of expertise. • Develop new Product Partner branded NATSPEC worksections. • Standards development with participation on Standards Australia committees and commenting on published draft standards. • Prepare reference specifications for various Government departments and commercial organisations. | Project specific. |
| Customer service activities: <ul style="list-style-type: none"> • Responding to NATSPEC subscriber technical queries. | Ongoing. |

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| <ul style="list-style-type: none"> Any other related task assigned (also includes tasks that take less than 5% of the job). | As required/agreed. |
| <p>5 Measures/Outcomes</p> <p>Relate to team commitment and customer focus and are based on:</p> <ul style="list-style-type: none"> Accuracy and efficiency. Meeting deadlines. Quality of project outcomes. | |
| <p>6 Essential Knowledge/Skills</p> <ul style="list-style-type: none"> Relevant tertiary qualifications in engineering. Minimum five years relevant AEC experience including appropriate Australian experience. Experience using the National Construction Code, Australian Standards, and construction specifications. Have a passion for the built environment, with an accurate eye for detail, an open technical mind, and an inquisitive attitude. BIM experience and knowledge would be an advantage, but not essential. Ability to communicate own initiatives, as and when necessary, within a team framework. Ability to adapt to changing situations, be flexible, set priorities, and manage time effectively. Ability to multitask. Accountable and responsible for own work. Ability to liaise, network and work effectively with others. | |

Updated 16/04/24 KR