

## Position Description

<b>Position Title:</b> Project Engineer	<b>Date:</b> September 2018
<b>Reports to:</b> General Manager Development and Construction	<b>Location:</b> Brisbane
<b>Department:</b> Development & Construction	<b>Direct Reports:</b> Nil

## Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

Reporting to the General Manager Development and Construction, the Project Engineer leads and manages a range of development and construction projects, as well as capital expenditure projects, to meet our contractual obligations with clients. The Project Engineer contributes to the capital improvement of new acquisitions and current assets within the portfolio and is responsible for the end-to-end delivery of development and construction projects, ensuring they are delivered on time and within budget.

## Key Responsibilities

- Manage all aspects of project planning and construction from concept to handover including design, works scheduling, procurement, contract management, financials, commercials, safety, stakeholder management and administrative tasks;
- Coordinate the design, tendering, procurement and construction elements of the development and construction (D&C) project with company SMEs, consultants and contractors;
- Manage multiple D&C projects concurrently, coordinating and liaising with Site Managers and stakeholders to ensure minimal disruption to site operations;
- Keep up to date with industry knowledge, trends and project methodology;
- Represent AAMIG in a professional manner at client meetings;
- Collaborative engagement and management of relationships with internal and external stakeholders including staff, clients, contractors, government and legislative authorities and the local community;
- Participate in regular site visits in accordance with project requirements;
- Ensure that the D&C project management safety plan is coordinated, implemented and monitored;
- Undertake regular and accurate project status reporting on D&C projects including costs and scheduling;
- Efficient and effective D&C project scheduling and programming, working to ensure tasks and activities are tracked, costed and completed;
- Manage D&C project documentation including internal reporting, schedules, submissions to local authorities, invoices, tender proposals and contract administration;
- Manage total D&C project cost to maximise outcomes and deliver cost effective solutions to our clients in the D&C partnership;
- Assist the D&C team with adhoc administrative tasks including cost reporting, capital portfolio scheduling and cost tracking and general capital portfolio reporting;

- AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

### Experience and Qualifications

- Qualification in engineering, project/construction management or equivalent;
- A minimum of 3 years' experience in a Project Engineer or Project Management role;
- Working knowledge of Australian building codes, regulations, best practices and performance standards;
- Proven track record in the delivery of multi discipline projects.

### Competencies and Skills

- High level written and verbal communication skills with the ability to liaise with a range of stakeholders;
- Advanced MS Office, MS Project and D&C software (AutoCAD) skills;
- Highly developed project management knowledge and skills;
- Extensive knowledge of construction methodology;
- A solid understanding of WHS legislation and environmental regulations;
- Demonstrated ability to engage site teams, managers, contractors, vendors and subcontractors;
- Strong attention to detail and ability to plan, prioritise and organise competing work demands to meet deadlines;
- High level written and verbal communication skills with the ability to negotiate and influence effective outcomes; and
- Strong financial management understanding and commercial acumen.

### Key Relationships

#### Internal:

- Senior Management
- Finance Team
- Operations Staff
- Site Staff

#### External:

- Clients
- Contractors/sub-contractors
- Consultants
- Suppliers
- Government/legislative bodies
- Local Community

### Position Description Approved by:

Position Title	Name	Signature	Date approved
General Manager Development and Construction	Andrew McCarron		

### Position Description Accepted by:

Position Title	Incumbent Name	Signature	Date accepted
Project Engineer			