

The Consult Australia

Remuneration Report (including Executives)

Position descriptions | March 2017



Position Families:

Senior Executive	80	Positions
Architecture	28	Positions
Drafting	39	Positions
Engineering - Chemical	10	Positions
Engineering - Civil	55	Positions
Engineering - Electrical	64	Positions
Engineering - Environment	10	Positions
Engineering - Mechanical	64	Positions
Engineering - Mining	10	Positions
Engineering - Project Management	36	Positions
Engineering - Structural	10	Positions
Engineering - Sustainability	10	Positions
Planning	39	Positions
Science	49	Positions
Stakeholder Engagement	5	Positions
Surveying	10	Positions
Technical Support	13	Positions

Position Family: Senior Executive

Chief Executive Officer	Aon.ACE.10000.8
Chief Executive Officer Size A	Aon.ACE.10000.8-A
Chief Executive Officer Size B	Aon.ACE.10000.8-B
Chief Executive Officer Size C	Aon.ACE.10000.8-C
Chief Operating Officer (COO)	Aon.ACE.10001.7
Chief Operating Officer (COO) Size A	Aon.ACE.10001.7-A
Chief Operating Officer (COO) Size B	Aon.ACE.10001.7-B
Chief Operating Officer (COO) Size C	Aon.ACE.10001.7-C
General Manager (Multi-Function)	Aon.ACE.10002.7
General Manager (Multi-Function) Size A	Aon.ACE.10002.7-A
General Manager (Multi-Function) Size B	Aon.ACE.10002.7-B
General Manager (Multi-Function) Size C	Aon.ACE.10002.7-C
General Manager (Single Function)	Aon.ACE.10003.7
General Manager (Single Function) Size A	Aon.ACE.10003.7-A
General Manager (Single Function) Size B	Aon.ACE.10003.7-B
General Manager (Single Function) Size C	Aon.ACE.10003.7-C
Finance Director/Chief Financial Officer	Aon.ACE.30000.7
Finance Director/Chief Financial Officer Size A	Aon.ACE.30000.7-A
Finance Director/Chief Financial Officer Size B	Aon.ACE.30000.7-B
Finance Director/Chief Financial Officer Size C	Aon.ACE.30000.7-C
Company Secretary	Aon.ACE.25001.7
Company Secretary Size A	Aon.ACE.25001.7-A
Company Secretary Size B	Aon.ACE.25001.7-B
Company Secretary Size C	Aon.ACE.25001.7-C
Chief Legal Counsel	Aon.ACE.25000.7
Chief Legal Counsel Size A	Aon.ACE.25000.7-A
Chief Legal Counsel Size B	Aon.ACE.25000.7-B
Chief Legal Counsel Size C	Aon.ACE.25000.7-C
Sales & Marketing Director	Aon.ACE.10004.7
Sales & Marketing Director Size A	Aon.ACE.10004.7-A
Sales & Marketing Director Size B	Aon.ACE.10004.7-B
Sales & Marketing Director Size C	Aon.ACE.10004.7-C
Marketing Director	Aon.ACE.20000.7
Marketing Director Size A	Aon.ACE.20000.7-A
Marketing Director Size B	Aon.ACE.20000.7-B
Marketing Director Size C	Aon.ACE.20000.7-C
Corporate Affairs Director	Aon.ACE.20001.7
Corporate Affairs Director Size A	Aon.ACE.20001.7-A
Corporate Affairs Director Size B	Aon.ACE.20001.7-B
Corporate Affairs Director Size C	Aon.ACE.20001.7-C
Business Development Director	Aon.ACE.15001.7
Business Development Director Size A	Aon.ACE.15001.7-A
Business Development Director Size B	Aon.ACE.15001.7-B

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Position Family: Senior Executive

Business Development Director Size C	Aon.ACE.15001.7-C
Human Resources Director	Aon.ACE.50000.7
Human Resources Director Size A	Aon.ACE.50000.7-A
Human Resources Director Size B	Aon.ACE.50000.7-B
Human Resources Director Size C	Aon.ACE.50000.7-C
Chief Information Officer (CIO)	Aon.ACE.45000.7
Chief Information Officer (CIO) Size A	Aon.ACE.45000.7-A
Chief Information Officer (CIO) Size B	Aon.ACE.45000.7-B
Chief Information Officer (CIO) Size C	Aon.ACE.45000.7-C
Head of Corporate Strategy	Aon.ACE.10005.7
Head of Corporate Strategy Size A	Aon.ACE.10005.7-A
Head of Corporate Strategy Size B	Aon.ACE.10005.7-B
Head of Corporate Strategy Size C	Aon.ACE.10005.7-C
General Manager - Safety, Security, Compliance & Accreditation, Environment	Aon.ACE.92502.7
General Manager - Safety, Security, Compliance & Accreditation, Environment Size A	Aon.ACE.92502.7-A
General Manager - Safety, Security, Compliance & Accreditation, Environment Size B	Aon.ACE.92502.7-B
General Manager - Safety, Security, Compliance & Accreditation, Environment Size C	Aon.ACE.92502.7-C
Regional Manager	Aon.ACE.85016.7
Regional Manager Size A	Aon.ACE.85016.7-A
Regional Manager Size B	Aon.ACE.85016.7-B
Regional Manager Size C	Aon.ACE.85016.7-C
Health, Safety & Environment Director	Aon.ACE.85057.7
Health, Safety & Environment Director Size A	Aon.ACE.85057.7-A
Health, Safety & Environment Director Size B	Aon.ACE.85057.7-B
Health, Safety & Environment Director Size C	Aon.ACE.85057.7-C
Strategic Commercial Manager	Aon.ACE.30004.6
Strategic Commercial Manager Size A	Aon.ACE.30004.6-A
Strategic Commercial Manager Size B	Aon.ACE.30004.6-B
Strategic Commercial Manager Size C	Aon.ACE.30004.6-C
Project Director	Aon.ACE.85056.6
Project Director Size A	Aon.ACE.85056.6-A
Project Director Size B	Aon.ACE.85056.6-B
Project Director Size C	Aon.ACE.85056.6-C
Operations Manager	Aon.ACE.80556.5
Operations Manager Size A	Aon.ACE.80556.5-A
Operations Manager Size B	Aon.ACE.80556.5-B
Operations Manager Size C	Aon.ACE.80556.5-C

Position Family: Architecture

Senior Principal - Architecture [Aon.ARC.87100.7](#)

Landscape

Principal - Landscape [Aon.ARC.87102.6](#)

Senior Associate - Landscape [Aon.ARC.87102.5](#)

Associate - Landscape [Aon.ARC.87112.5](#)

Senior Architect - Landscape [Aon.ARC.87102.4](#)

Experienced Architect - Landscape [Aon.ARC.87102.3](#)

Graduate Architect (3-4 years) - Landscape [Aon.ARC.87102.2](#)

Graduate Architect (2-3 years) - Landscape [Aon.ARC.87112.2](#)

Graduate Architect (1-2 years) - Landscape [Aon.ARC.87122.2](#)

Graduate Architect (Entry Level <1 year) - Landscape [Aon.ARC.87102.1](#)

Building

Principal - Building [Aon.ARC.87101.6](#)

Senior Associate - Building [Aon.ARC.87101.5](#)

Associate - Building [Aon.ARC.87111.5](#)

Senior Architect - Building [Aon.ARC.87101.4](#)

Experienced Architect - Building [Aon.ARC.87101.3](#)

Graduate Architect (3-4 years) - Building [Aon.ARC.87101.2](#)

Graduate Architect (2-3 years) - Building [Aon.ARC.87111.2](#)

Graduate Architect (1-2 years) - Building [Aon.ARC.87121.2](#)

Graduate Architect (Entry Level <1 year) - Building [Aon.ARC.87101.1](#)

Combined Architecture Roles

Principal - Combined [Aon.ARC.87190.6](#)

Senior Associate - Combined [Aon.ARC.87191.5](#)

Associate - Combined [Aon.ARC.87192.5](#)

Senior Architect - Combined [Aon.ARC.87193.4](#)

Experienced Architect - Combined [Aon.ARC.87194.3](#)

Graduate Architect (3-4 years) - Combined [Aon.ARC.87195.2](#)

Graduate Architect (2-3 years) - Combined [Aon.ARC.87196.2](#)

Graduate Architect (1-2 years) - Combined [Aon.ARC.87197.2](#)

Graduate Architect (Entry Level <1 year) - Combined [Aon.ARC.87198.1](#)

Position Family: Drafting

Drafting Manager	Aon.DFT.87801.5
<i>Architecture</i>	
Senior Drafter - Architecture	Aon.DFT.87800.4
Experienced Drafter - Architecture	Aon.DFT.87800.3
Drafter - Architecture	Aon.DFT.87800.2
Cadet Drafter - Architecture	Aon.DFT.87800.1
<i>Engineering - Civil</i>	
Senior Drafter - Civil	Aon.DFT.87802.4
Experienced Drafter - Civil	Aon.DFT.87802.3
Drafter - Civil	Aon.DFT.87802.2
Cadet Drafter - Civil (3-4 years)	Aon.DFT.87802.1
Cadet Drafter - Civil (1-2 years)	Aon.DFT.87812.1
<i>Engineering - Electrical</i>	
Senior Drafter - Electrical	Aon.DFT.87803.4
Experienced Drafter - Electrical	Aon.DFT.87803.3
Drafter - Electrical	Aon.DFT.87803.2
Cadet Drafter - Electrical	Aon.DFT.87803.1
<i>Engineering - Mechanical</i>	
Senior Drafter - Mechanical	Aon.DFT.87804.4
Experienced Drafter - Mechanical	Aon.DFT.87804.3
Drafter - Mechanical	Aon.DFT.87804.2
Cadet Drafter - Mechanical	Aon.DFT.87804.1
<i>Engineering - Planning & Environment</i>	
Senior Drafter - Planning & Environment	Aon.DFT.87805.4
Experienced Drafter - Planning & Environment	Aon.DFT.87805.3
Drafter - Planning & Environment	Aon.DFT.87805.2
Cadet Drafter - Planning Environment	Aon.DFT.87805.1
<i>Engineering - Project Management</i>	
Senior Drafter - Project Management	Aon.DFT.87806.4
Experienced Drafter - Project Management	Aon.DFT.87806.3
Drafter - Project Management	Aon.DFT.87806.2
Cadet Drafter - Project Management	Aon.DFT.87806.1
<i>Engineering - Structural</i>	
Senior Drafter - Structural	Aon.DFT.87807.4
Experienced Drafter - Structural	Aon.DFT.87807.3
Drafter - Structural	Aon.DFT.87807.2
Cadet Drafter - Structural (3-4 years)	Aon.DFT.87807.1
Cadet Drafter - Structural (1-2 years)	Aon.DFT.87817.1
<i>Surveying</i>	
Senior Drafter - Surveying	Aon.DFT.87809.4
Experienced Drafter - Surveying	Aon.DFT.87809.3
Drafter - Surveying	Aon.DFT.87809.2
Cadet Drafter - Surveying	Aon.DFT.87809.1

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Position Family: Drafting

Modelling - Transport

Principal Modeller - Transport

[Aon.DFT.87808.4](#)

Senior Modeller - Transport

[Aon.DFT.87808.3](#)

Modeller - Transport

[Aon.DFT.87808.2](#)

Graduate Modeller - Transport

[Aon.DFT.87808.1](#)

Position Family: Engineering - Chemical

Senior Principal - Chemical	Aon.ENG.87900.7
Principal - Chemical	Aon.ENG.87900.6
Senior Associate - Chemical	Aon.ENG.87900.5
Associate - Chemical	Aon.ENG.87910.5
Senior Engineer - Chemical	Aon.ENG.87900.4
Experienced Engineer - Chemical	Aon.ENG.87900.3
Graduate Engineer (3-4 years) - Chemical	Aon.ENG.87900.2
Graduate Engineer (2-3 years) - Chemical	Aon.ENG.87910.2
Graduate Engineer (1-2 years) - Chemical	Aon.ENG.87920.2
Graduate Engineer (Entry Level <1 year) - Chemical	Aon.ENG.87900.1

Position Family: Engineering - Civil

Senior Principal - Civil	Aon.ENG.88000.7
<i>Geotechnical</i>	
Principal - Geotechnical	Aon.ENG.88001.6
Senior Associate - Geotechnical	Aon.ENG.88001.5
Associate - Geotechnical	Aon.ENG.88011.5
Senior Engineer - Geotechnical	Aon.ENG.88001.4
Experienced Engineer - Geotechnical	Aon.ENG.88001.3
Graduate Engineer (3-4 years) - Geotechnical	Aon.ENG.88001.2
Graduate Engineer (2-3 years) - Geotechnical	Aon.ENG.88011.2
Graduate Engineer (1-2 years) - Geotechnical	Aon.ENG.88021.2
Graduate Engineer (Entry Level <1 year) - Geotechnical	Aon.ENG.88001.1
<i>Water</i>	
Principal - Water	Aon.ENG.88005.6
Senior Associate - Water	Aon.ENG.88005.5
Associate - Water	Aon.ENG.88015.5
Senior Engineer - Water	Aon.ENG.88005.4
Experienced Engineer - Water	Aon.ENG.88005.3
Graduate Engineer (3-4 years) - Water	Aon.ENG.88005.2
Graduate Engineer (2-3 years) - Water	Aon.ENG.88015.2
Graduate Engineer (1-2 years) - Water	Aon.ENG.88025.2
Graduate Engineer (Entry Level <1 year) - Water	Aon.ENG.88005.1
<i>Transport</i>	
Principal - Transport	Aon.ENG.88004.6
Senior Associate - Transport	Aon.ENG.88004.5
Associate - Transport	Aon.ENG.88014.5
Senior Engineer - Transport	Aon.ENG.88004.4
Experienced Engineer - Transport	Aon.ENG.88004.3
Graduate Engineer (3-4 years) - Transport	Aon.ENG.88004.2
Graduate Engineer (2-3 years) - Transport	Aon.ENG.88014.2
Graduate Engineer (1-2 years) - Transport	Aon.ENG.88024.2
Graduate Engineer (Entry Level <1 year) - Transport	Aon.ENG.88004.1
<i>Traffic</i>	
Principal - Traffic	Aon.ENG.88003.6
Senior Associate - Traffic	Aon.ENG.88003.5
Associate - Traffic	Aon.ENG.88013.5
Senior Engineer - Traffic	Aon.ENG.88003.4
Experienced Engineer - Traffic	Aon.ENG.88003.3
Graduate Engineer (3-4 years) - Traffic	Aon.ENG.88003.2
Graduate Engineer (2-3 years) - Traffic	Aon.ENG.88013.2
Graduate Engineer (1-2 years) - Traffic	Aon.ENG.88023.2
Graduate Engineer (Entry Level <1 year) - Traffic	Aon.ENG.88003.1

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Position Family: Engineering - Civil

Other

Principal - Other	Aon.ENG.88002.6
Senior Associate - Other	Aon.ENG.88002.5
Associate - Other	Aon.ENG.88012.5
Senior Engineer - Other	Aon.ENG.88002.4
Experienced Engineer - Other	Aon.ENG.88002.3
Graduate Engineer (3-4 years) - Other	Aon.ENG.88002.2
Graduate Engineer (2-3 years) - Other	Aon.ENG.88012.2
Graduate Engineer (1-2 years) - Other	Aon.ENG.88022.2
Graduate Engineer (Entry Level <1 year) - Other	Aon.ENG.88002.1

Combined Civil Roles

Principal - Combined	Aon.ENG.88190.6
Senior Associate - Combined	Aon.ENG.88191.5
Associate - Combined	Aon.ENG.88192.5
Senior Engineer - Combined	Aon.ENG.88193.4
Experienced Engineer - Combined	Aon.ENG.88194.3
Graduate Engineer (3-4 years) - Combined	Aon.ENG.88195.2
Graduate Engineer (2-3 years) - Combined	Aon.ENG.88196.2
Graduate Engineer (1-2 years) - Combined	Aon.ENG.88197.2
Graduate Engineer (Entry Level <1 year) - Combined	Aon.ENG.88198.1

Position Family: Engineering - Electrical

Senior Principal - Electrical	Aon.ENG.88101.7
<i>Energy</i>	
Principal - Energy	Aon.ENG.88100.6
Senior Associate - Energy	Aon.ENG.88100.5
Associate - Energy	Aon.ENG.88110.5
Senior Engineer - Energy	Aon.ENG.88100.4
Experienced Engineer - Energy	Aon.ENG.88100.3
Graduate Engineer (3-4 years) - Energy	Aon.ENG.88100.2
Graduate Engineer (2-3 years) - Energy	Aon.ENG.88110.2
Graduate Engineer (1-2 years) - Energy	Aon.ENG.88120.2
Graduate Engineer (Entry Level <1 year) - Energy	Aon.ENG.88100.1
<i>Signalling & Communications</i>	
Principal - Signalling & Communications	Aon.ENG.88106.6
Senior Associate - Signalling & Communications	Aon.ENG.88106.5
Associate - Signalling & Communications	Aon.ENG.88116.5
Senior Engineer - Signalling & Communications	Aon.ENG.88106.4
Experienced Engineer - Signalling & Communications	Aon.ENG.88106.3
Graduate Engineer (3-4 years) - Signalling & Communications	Aon.ENG.88106.2
Graduate Engineer (2-3 years) - Signalling & Communications	Aon.ENG.88116.2
Graduate Engineer (1-2 years) - Signalling & Communications	Aon.ENG.88126.2
Graduate Engineer (Entry Level <1 year) - Signalling & Communications	Aon.ENG.88106.1
<i>Power & Lighting</i>	
Principal - Power & Lighting	Aon.ENG.88104.6
Senior Associate - Power & Lighting	Aon.ENG.88104.5
Associate - Power & Lighting	Aon.ENG.88114.5
Senior Engineer - Power & Lighting	Aon.ENG.88104.4
Experienced Engineer - Power & Lighting	Aon.ENG.88104.3
Graduate Engineer (3-4 years) - Power & Lighting	Aon.ENG.88104.2
Graduate Engineer (2-3 years) - Power & Lighting	Aon.ENG.88114.2
Graduate Engineer (1-2 years) - Power & Lighting	Aon.ENG.88124.2
Graduate Engineer (Entry Level <1 year) - Power & Lighting	Aon.ENG.88104.1
<i>Security</i>	
Principal - Security	Aon.ENG.88105.6
Senior Associate - Security	Aon.ENG.88105.5
Associate - Security	Aon.ENG.88115.5
Senior Engineer - Security	Aon.ENG.88105.4
Experienced Engineer - Security	Aon.ENG.88105.3
Graduate Engineer (3-4 years) - Security	Aon.ENG.88105.2
Graduate Engineer (2-3 years) - Security	Aon.ENG.88115.2
Graduate Engineer (1-2 years) - Security	Aon.ENG.88125.2
Graduate Engineer (Entry Level <1 year) - Security	Aon.ENG.88105.1

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Position Family: Engineering - Electrical

High Voltage

Principal - High Voltage	Aon.ENG.88102.6
Senior Associate - High Voltage	Aon.ENG.88102.5
Associate - High Voltage	Aon.ENG.88112.5
Senior Engineer - High Voltage	Aon.ENG.88102.4
Experienced Engineer - High Voltage	Aon.ENG.88102.3
Graduate Engineer (3-4 years) - High Voltage	Aon.ENG.88102.2
Graduate Engineer (2-3 years) - High Voltage	Aon.ENG.88112.2
Graduate Engineer (1-2 years) - High Voltage	Aon.ENG.88122.2
Graduate Engineer (Entry Level <1 year) - High Voltage	Aon.ENG.88102.1

Other

Principal - Other	Aon.ENG.88103.6
Senior Associate - Other	Aon.ENG.88103.5
Associate - Other	Aon.ENG.88113.5
Senior Engineer - Other	Aon.ENG.88103.4
Experienced Engineer - Other	Aon.ENG.88103.3
Graduate Engineer (3-4 years) - Other	Aon.ENG.88103.2
Graduate Engineer (2-3 years) - Other	Aon.ENG.88113.2
Graduate Engineer (1-2 years) - Other	Aon.ENG.88123.2
Graduate Engineer (Entry Level <1 year) - Other	Aon.ENG.88103.1

Combined Electrical Roles

Principal - Combined	Aon.ENG.88290.6
Senior Associate - Combined	Aon.ENG.88291.5
Associate - Combined	Aon.ENG.88292.5
Senior Engineer - Combined	Aon.ENG.88293.4
Experienced Engineer - Combined	Aon.ENG.88294.3
Graduate Engineer (3-4 years) - Combined	Aon.ENG.88295.2
Graduate Engineer (2-3 years) - Combined	Aon.ENG.88296.2
Graduate Engineer (1-2 years) - Combined	Aon.ENG.88297.2
Graduate Engineer (Entry Level <1 year) - Combined	Aon.ENG.88298.1

Position Family: Engineering - Environment

Senior Principal - Environment	Aon.ENG.88200.7
Principal - Environment	Aon.ENG.88200.6
Senior Associate - Environment	Aon.ENG.88200.5
Associate - Environment	Aon.ENG.88210.5
Senior Engineer - Environment	Aon.ENG.88200.4
Experienced Engineer - Environment	Aon.ENG.88200.3
Graduate Engineer (3-4 years) - Environment	Aon.ENG.88200.2
Graduate Engineer (2-3 years) - Environment	Aon.ENG.88210.2
Graduate Engineer (1-2 years) - Environment	Aon.ENG.88220.2
Graduate Engineer (Entry Level <1 year) - Environment	Aon.ENG.88200.1

Position Family: Engineering - Mechanical

Senior Principal - Mechanical	Aon.ENG.88301.7
<i>Fire Protection</i>	
Principal - Fire Protection	Aon.ENG.88302.6
Senior Associate - Fire Protection	Aon.ENG.88302.5
Associate - Fire Protection	Aon.ENG.88312.5
Senior Engineer - Fire Protection	Aon.ENG.88302.4
Experienced Engineer - Fire Protection	Aon.ENG.88302.3
Graduate Engineer (3-4 years) - Fire Protection	Aon.ENG.88302.2
Graduate Engineer (2-3 years) - Fire Protection	Aon.ENG.88312.2
Graduate Engineer (1-2 years) - Fire Protection	Aon.ENG.88322.2
Graduate Engineer (Entry Level <1 year) - Fire Protection	Aon.ENG.88302.1
<i>Heating & Ventilation</i>	
Principal - Heating & Ventilation	Aon.ENG.88303.6
Senior Associate - Heating & Ventilation	Aon.ENG.88303.5
Associate - Heating & Ventilation	Aon.ENG.88313.5
Senior Engineer - Heating & Ventilation	Aon.ENG.88303.4
Experienced Engineer - Heating & Ventilation	Aon.ENG.88303.3
Graduate Engineer (3-4 years) - Heating & Ventilation	Aon.ENG.88303.2
Graduate Engineer (2-3 years) - Heating & Ventilation	Aon.ENG.88313.2
Graduate Engineer (1-2 years) - Heating & Ventilation	Aon.ENG.88323.2
Graduate Engineer (Entry Level <1 year) - Heating & Ventilation	Aon.ENG.88303.1
<i>Power</i>	
Principal - Power	Aon.ENG.88306.6
Senior Associate - Power	Aon.ENG.88306.5
Associate - Power	Aon.ENG.88316.5
Senior Engineer - Power	Aon.ENG.88306.4
Experienced Engineer - Power	Aon.ENG.88306.3
Graduate Engineer (3-4 years) - Power	Aon.ENG.88306.2
Graduate Engineer (2-3 years) - Power	Aon.ENG.88316.2
Graduate Engineer (1-2 years) - Power	Aon.ENG.88326.2
Graduate Engineer (Entry Level <1 year) - Power	Aon.ENG.88306.1
<i>Hydraulics</i>	
Principal - Hydraulics	Aon.ENG.88304.6
Senior Associate - Hydraulics	Aon.ENG.88304.5
Associate - Hydraulics	Aon.ENG.88314.5
Senior Engineer - Hydraulics	Aon.ENG.88304.4
Experienced Engineer - Hydraulics	Aon.ENG.88304.3
Graduate Engineer (3-4 years) - Hydraulics	Aon.ENG.88304.2
Graduate Engineer (2-3 years) - Hydraulics	Aon.ENG.88314.2
Graduate Engineer (1-2 years) - Hydraulics	Aon.ENG.88324.2
Graduate Engineer (Entry Level <1 year) - Hydraulics	Aon.ENG.88304.1

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Position Family: Engineering - Mechanical

Acoustics

Principal - Acoustics	Aon.ENG.88300.6
Senior Associate - Acoustics	Aon.ENG.88300.5
Associate - Acoustics	Aon.ENG.88310.5
Senior Engineer - Acoustics	Aon.ENG.88300.4
Experienced Engineer - Acoustics	Aon.ENG.88300.3
Graduate Engineer (3-4 years) - Acoustics	Aon.ENG.88300.2
Graduate Engineer (2-3 years) - Acoustics	Aon.ENG.88310.2
Graduate Engineer (1-2 years) - Acoustics	Aon.ENG.88320.2
Graduate Engineer (Entry Level <1 year) - Acoustics	Aon.ENG.88300.1

Other

Principal - Other	Aon.ENG.88305.6
Senior Associate - Other	Aon.ENG.88305.5
Associate - Other	Aon.ENG.88315.5
Senior Engineer - Other	Aon.ENG.88305.4
Experienced Engineer - Other	Aon.ENG.88305.3
Graduate Engineer (3-4 years) - Other	Aon.ENG.88305.2
Graduate Engineer (2-3 years) - Other	Aon.ENG.88315.2
Graduate Engineer (1-2 years) - Other	Aon.ENG.88325.2
Graduate Engineer (Entry Level <1 year) - Other	Aon.ENG.88305.1

Combined Mechanical Roles

Principal - Combined	Aon.ENG.88390.6
Senior Associate - Combined	Aon.ENG.88391.5
Associate - Combined	Aon.ENG.88392.5
Senior Engineer - Combined	Aon.ENG.88393.4
Experienced Engineer - Combined	Aon.ENG.88394.3
Graduate Engineer (3-4 years) - Combined	Aon.ENG.88395.2
Graduate Engineer (2-3 years) - Combined	Aon.ENG.88396.2
Graduate Engineer (1-2 years) - Combined	Aon.ENG.88397.2
Graduate Engineer (Entry Level <1 year) - Combined	Aon.ENG.88398.1

Position Family: Engineering - Mining

Senior Principal - Mining	Aon.ENG.88400.7
Principal - Mining	Aon.ENG.88400.6
Senior Associate - Mining	Aon.ENG.88400.5
Associate - Mining	Aon.ENG.88410.5
Senior Engineer - Mining	Aon.ENG.88400.4
Experienced Engineer - Mining	Aon.ENG.88400.3
Graduate Engineer (3-4 years) - Mining	Aon.ENG.88400.2
Graduate Engineer (2-3 years) - Mining	Aon.ENG.88410.2
Graduate Engineer (1-2 years) - Mining	Aon.ENG.88420.2
Graduate Engineer (Entry Level <1 year) - Mining	Aon.ENG.88400.1

Position Family: Engineering - Project Management

Senior Principal - Project Management	Aon.ENG.88500.7
<i>Procurement</i>	
Principal - Procurement	Aon.ENG.88502.6
Senior Associate - Procurement	Aon.ENG.88502.5
Associate - Procurement	Aon.ENG.88512.5
Senior Engineer - Procurement	Aon.ENG.88502.4
Experienced Engineer - Procurement	Aon.ENG.88502.3
Graduate Engineer (3-4 years) - Procurement	Aon.ENG.88502.2
Graduate Engineer (2-3 years) - Procurement	Aon.ENG.88512.2
Graduate Engineer (1-2 years) - Procurement	Aon.ENG.88522.2
Graduate Engineer (Entry Level <1 year) - Procurement	Aon.ENG.88502.1
<i>Project Controls</i>	
Associate - Project Controls	Aon.ENG.88550.5
Experienced Engineer - Project Controls	Aon.ENG.88550.3
Graduate Engineer (3-4 years) - Project Controls	Aon.ENG.88550.2
Graduate Engineer (2-3 years) - Project Controls	Aon.ENG.88552.2
Graduate Engineer (1-2 years) - Project Controls	Aon.ENG.88551.2
Graduate Engineer (Entry Level <1 year) - Project Controls	Aon.ENG.88550.1
<i>Other</i>	
Principal - Other	Aon.ENG.88501.6
Senior Associate - Other	Aon.ENG.88501.5
Associate - Other	Aon.ENG.88511.5
Senior Engineer - Other	Aon.ENG.88501.4
Experienced Engineer - Other	Aon.ENG.88501.3
Graduate Engineer (3-4 years) - Other	Aon.ENG.88501.2
Graduate Engineer (2-3 years) - Other	Aon.ENG.88511.2
Graduate Engineer (1-2 years) - Other	Aon.ENG.88521.2
Graduate Engineer (Entry Level <1 year) - Other	Aon.ENG.88501.1
<i>Other Disciplines</i>	
GIS and Spatial Systems Specialist	Aon.ENG.88551.3
Experienced Estimator	Aon.ENG.88552.3
<i>Combined Project Management Roles</i>	
Principal - Combined	Aon.ENG.88590.6
Senior Associate - Combined	Aon.ENG.88591.5
Associate - Combined	Aon.ENG.88592.5
Senior Engineer - Combined	Aon.ENG.88593.4
Experienced Engineer - Combined	Aon.ENG.88594.3
Graduate Engineer (3-4 years) - Combined	Aon.ENG.88595.2
Graduate Engineer (2-3 years) - Combined	Aon.ENG.88596.2
Graduate Engineer (1-2 years) - Combined	Aon.ENG.88597.2
Graduate Engineer (Entry Level <1 year) - Combined	Aon.ENG.88598.1

Position Family: Engineering - Structural

Senior Principal - Structural	Aon.ENG.88600.7
Principal - Structural	Aon.ENG.88600.6
Senior Associate - Structural	Aon.ENG.88600.5
Associate - Structural	Aon.ENG.88610.5
Senior Engineer - Structural	Aon.ENG.88600.4
Experienced Engineer - Structural	Aon.ENG.88600.3
Graduate Engineer (3-4 years) - Structural	Aon.ENG.88600.2
Graduate Engineer (2-3 years) - Structural	Aon.ENG.88610.2
Graduate Engineer (1-2 years) - Structural	Aon.ENG.88620.2
Graduate Engineer (Entry Level <1 year) - Structural	Aon.ENG.88600.1

Position Family: Engineering - Sustainability

Senior Principal - Sustainability	Aon.ENG.88700.7
Principal - Sustainability	Aon.ENG.88700.6
Senior Associate - Sustainability	Aon.ENG.88700.5
Associate - Sustainability	Aon.ENG.88710.5
Senior Engineer - Sustainability	Aon.ENG.88700.4
Experienced Engineer - Sustainability	Aon.ENG.88700.3
Graduate Engineer (3-4 years) - Sustainability	Aon.ENG.88700.2
Graduate Engineer (2-3 years) - Sustainability	Aon.ENG.88710.2
Graduate Engineer (1-2 years) - Sustainability	Aon.ENG.88720.2
Graduate Engineer (Entry Level <1 year) - Sustainability	Aon.ENG.88700.1

Position Family: Planning

Senior Principal - Planning	Aon.PLN.90502.7
<i>Cost</i>	
Cost Planning Manager	Aon.CON.87500.4
Cost Planner/Quantity Surveyor	Aon.CON.87500.3
<i>Economic Planning</i>	
Principal - Economic Planning	Aon.PLN.90500.6
Senior Associate - Economic Planning	Aon.PLN.90500.5
Associate - Economic Planning	Aon.PLN.90510.5
Senior Planner - Economic Planning	Aon.PLN.90500.4
Experienced Planner - Economic Planning	Aon.PLN.90500.3
Graduate Planner (3-4 years) - Economic Planning	Aon.PLN.90500.2
Graduate Planner (2-3 years) - Economic Planning	Aon.PLN.90510.2
Graduate Planner (1-2 years) - Economic Planning	Aon.PLN.90520.2
Graduate Planner (Entry Level <1 year) - Economic Planning	Aon.PLN.90500.1
<i>Transportation</i>	
Principal - Transportation	Aon.PLN.90503.6
Senior Associate - Transportation	Aon.PLN.90503.5
Associate - Transportation	Aon.PLN.90513.5
Senior Planner - Transportation	Aon.PLN.90503.4
Experienced Planner - Transportation	Aon.PLN.90503.3
Graduate Planner (3-4 years) - Transportation	Aon.PLN.90503.2
Graduate Planner (2-3 years) - Transportation	Aon.PLN.90513.2
Graduate Planner (1-2 years) - Transportation	Aon.PLN.90523.2
Graduate Planner (Entry Level <1 year) - Transportation	Aon.PLN.90503.1
<i>Other</i>	
Principal - Other	Aon.PLN.90501.6
Senior Associate - Other	Aon.PLN.90501.5
Associate - Other	Aon.PLN.90511.5
Senior Planner - Other	Aon.PLN.90501.4
Experienced Planner - Other	Aon.PLN.90501.3
Graduate Planner (3-4 years) - Other	Aon.PLN.90501.2
Graduate Planner (2-3 years) - Other	Aon.PLN.90511.2
Graduate Planner (1-2 years) - Other	Aon.PLN.90521.2
Graduate Planner (Entry Level <1 year) - Other	Aon.PLN.90501.1
<i>Combined Planning Roles</i>	
Principal - Combined	Aon.PLN.90590.6
Senior Associate - Combined	Aon.PLN.90591.5
Associate - Combined	Aon.PLN.90592.5
Senior Planner - Combined	Aon.PLN.90593.4
Experienced Planner - Combined	Aon.PLN.90594.3
Graduate Planner (3-4 years) - Combined	Aon.PLN.90595.2
Graduate Planner (2-3 years) - Combined	Aon.PLN.90596.2
Graduate Planner (1-2 years) - Combined	Aon.PLN.90597.2

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Position Family: Planning

Graduate Planner (Entry Level <1 year) - Combined

[Aon.PLN.90598.1](#)

Position Family: Science

Senior Principal - Science	Aon.SCI.91503.7
<i>Environmental Affairs</i>	
Principal - Environment	Aon.SCI.91500.6
Senior Associate - Environment	Aon.SCI.91500.5
Associate - Environment	Aon.SCI.91510.5
Senior Scientist - Environment	Aon.SCI.91500.4
Experienced Scientist - Environment	Aon.SCI.91500.3
Graduate Scientist (3-4 years) - Environment	Aon.SCI.91500.2
Graduate Scientist (2-3 years) - Environment	Aon.SCI.91510.2
Graduate Scientist (1-2 years) - Environment	Aon.SCI.91520.2
Graduate Scientist (Entry Level <1 year) - Environment	Aon.SCI.91500.1
<i>Geoscience</i>	
Principal - Geoscience	Aon.SCI.91501.6
Senior Associate - Geoscience	Aon.SCI.91501.5
Associate - Geoscience	Aon.SCI.91511.5
Senior Scientist - Geoscience	Aon.SCI.91501.4
Experienced Scientist - Geoscience	Aon.SCI.91501.3
Graduate Scientist (3-4 years) - Geoscience	Aon.SCI.91501.2
Graduate Scientist (2-3 years) - Geoscience	Aon.SCI.91511.2
Graduate Scientist (1-2 years) - Geoscience	Aon.SCI.91521.2
Graduate Scientist (Entry Level <1 year) - Geoscience	Aon.SCI.91501.1
<i>Hydrogeology</i>	
Principal - Hydrogeology	Aon.SCI.91690.6
Senior Associate - Hydrogeology	Aon.SCI.91691.5
Associate - Hydrogeology	Aon.SCI.91692.5
Senior Scientist - Hydrogeology	Aon.SCI.91693.4
Experienced Scientist - Hydrogeology	Aon.SCI.91694.3
Graduate Scientist (3-4 years) - Hydrogeology	Aon.SCI.91695.2
Graduate Scientist (2-3 years) - Hydrogeology	Aon.SCI.91696.2
Graduate Scientist (1-2 years) - Hydrogeology	Aon.SCI.91697.2
Graduate Scientist (Entry Level <1 year) - Hydrogeology	Aon.SCI.91698.1
<i>Other</i>	
Principal - Other	Aon.SCI.91502.6
Senior Associate - Other	Aon.SCI.91502.5
Associate - Other	Aon.SCI.91512.5
Senior Scientist - Other	Aon.SCI.91502.4
Experienced Scientist - Other	Aon.SCI.91502.3
Graduate Scientist (3-4 years) - Other	Aon.SCI.91502.2
Graduate Scientist (2-3 years) - Other	Aon.SCI.91512.2
Graduate Scientist (1-2 years) - Other	Aon.SCI.91522.2
Graduate Scientist (Entry Level <1 year) - Other	Aon.SCI.91502.1

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Position Family: Science

Research & Development

Senior Scientist - Research & Development	Aon.RND.55006.4
Scientist - Research & Development	Aon.RND.55006.3
Associate Scientist - Research & Development	Aon.RND.55006.2

Combined Science Roles

Principal - Combined	Aon.SCI.91590.6
Senior Associate - Combined	Aon.SCI.91591.5
Associate - Combined	Aon.SCI.91592.5
Senior Scientist - Combined	Aon.SCI.91593.4
Experienced Scientist - Combined	Aon.SCI.91594.3
Graduate Scientist (3-4 years) - Combined	Aon.SCI.91595.2
Graduate Scientist (2-3 years) - Combined	Aon.SCI.91596.2
Graduate Scientist (1-2 years) - Combined	Aon.SCI.91597.2
Graduate Scientist (Entry Level <1 year) - Combined	Aon.SCI.91598.1

Position Family: Stakeholder Engagement

Principal Stakeholder Engagement Officer	Aon.STK.88910.5
Senior Stakeholder Engagement Officer	Aon.STK.88910.4
Experienced Stakeholder Engagement Officer	Aon.STK.88910.3
Stakeholder Engagement Officer	Aon.STK.88910.2
Graduate Stakeholder Engagement Officer	Aon.STK.88910.1

Position Family: Surveying

Senior Principal - Surveying	Aon.SUR.92000.7
Principal	Aon.SUR.92000.6
Senior Associate	Aon.SUR.92000.5
Associate	Aon.SUR.92010.5
Senior Surveyor	Aon.SUR.92000.4
Experienced Surveyor	Aon.SUR.92000.3
Graduate Surveyor (3-4 years)	Aon.SUR.92000.2
Graduate Surveyor (2-3 years)	Aon.SUR.92010.2
Graduate Surveyor (1-2 years)	Aon.SUR.92020.2
Graduate Surveyor (Entry Level <1 year)	Aon.SUR.92000.1

Position Family: Technical Support

Materials Testing

Senior Associate - Laboratory Manager	Aon.TEC.93410.5
Associate - Laboratory Manager	Aon.TEC.93400.5
Senior Materials Testing Technicians	Aon.TEC.93400.4
Experienced Materials Testing Technician	Aon.TEC.93400.3
Materials Testing Technician	Aon.TEC.93400.2
Trainee Materials Testing Technician	Aon.TEC.93400.1

Other

Associate Technical Officer	Aon.TEC.92300.5
Senior Technical Officer	Aon.TEC.92300.4
Experienced Technical Officer	Aon.TEC.92300.3
Graduate Technical Officer (3-4 years)	Aon.TEC.92300.2
Graduate Technical Officer (2-3 years)	Aon.TEC.92310.2
Graduate Technical Officer (1-2 years)	Aon.TEC.92320.2
Graduate Technical Officer (Entry Level <1 year)	Aon.TEC.92300.1

Position Description

Position title: Chief Executive Officer
Position code: Aon.ACE.10000.8

Responsible for

Achieving corporate long term strategic objectives and effectively managing a company or a group of companies. Accountable under the Corporations Act for the statutory compliance of all business activities of the company.

Report to

Board of Directors (and Shareholders) or overseas principals.

Supervises

Directors, divisional and functional managers.

Main activities

- Collaborates with the board to define and articulate the organisation's vision and to develop strategies for achieving that vision.
- Develop and recommend strategies to the board that result in the maximisation of shareholder's return/value.
- Submitting business forecasts and budgets for the consideration of the Board and recommending major policy changes and developments.
- Monitoring and directing overall operations to achieve revenue and expense budgets and the satisfactory performance of the various profit centres across the organisation.
- Approve funding for major operations and projects
- Directing the preparation, communication, and execution of operating objectives, plans and programs.
- Negotiating major projects, financial arrangements, loan terms etc.
- Directing and motivating the executive team in the achievement of agreed goals, standards and organisation culture.
- Acting as the chief spokesperson for the organisation

Key skills

- Sound leadership skills and a proven record of successful staff management. Must be an effective manager by exception.

Internal contacts

Functional and divisional managers, and all subordinate staff. Fellow directors on board/policy making management team

External contacts

Industry associations, company bankers, other financial institutions both local and overseas, Federal and State Government officials, major customers/clients, shareholders, major suppliers, legal firms, and the media.

Typical experience

Over 15 years general experience in all aspects of management at a senior level including functional areas such as Administration, HR, Marketing and Finance and coordination of multi-functional activities. Tertiary qualifications and management training.

Other comments

Position Description

Position title: Chief Executive Officer Size A
Position code: Aon.ACE.10000.8-A

Responsible for

Achieving corporate long term strategic objectives and effectively managing a company or a group of companies. Accountable under the Corporations Act for the statutory compliance of all business activities of the company.

Report to

Board of Directors (and Shareholders) or overseas principals.

Supervises

Directors, divisional and functional managers.

Main activities

- Collaborates with the board to define and articulate the organisation's vision and to develop strategies for achieving that vision.
- Develop and recommend strategies to the board that result in the maximisation of shareholder's return/value.
- Submitting business forecasts and budgets for the consideration of the Board and recommending major policy changes and developments.
- Monitoring and directing overall operations to achieve revenue and expense budgets and the satisfactory performance of the various profit centres across the organisation.
- Approve funding for major operations and projects
- Directing the preparation, communication, and execution of operating objectives, plans and programs.
- Negotiating major projects, financial arrangements, loan terms etc.
- Directing and motivating the executive team in the achievement of agreed goals, standards and organisation culture.
- Acting as the chief spokesperson for the organisation

Key skills

- Sound leadership skills and a proven record of successful staff management. Must be an effective manager by exception.

Internal contacts

Functional and divisional managers, and all subordinate staff. Fellow directors on board/policy making management team

External contacts

Industry associations, company bankers, other financial institutions both local and overseas, Federal and State Government officials, major customers/clients, shareholders, major suppliers, legal firms, and the media.

Typical experience

Over 15 years general experience in all aspects of management at a senior level including functional areas such as Administration, HR, Marketing and Finance and coordination of multi-functional activities. Tertiary qualifications and management training.

Other comments

Position Description

Position title: Chief Executive Officer Size B
Position code: Aon.ACE.10000.8-B

Responsible for

Achieving corporate long term strategic objectives and effectively managing a company or a group of companies. Accountable under the Corporations Act for the statutory compliance of all business activities of the company.

Report to

Board of Directors (and Shareholders) or overseas principals.

Supervises

Directors, divisional and functional managers.

Main activities

- Collaborates with the board to define and articulate the organisation's vision and to develop strategies for achieving that vision.
- Develop and recommend strategies to the board that result in the maximisation of shareholder's return/value.
- Submitting business forecasts and budgets for the consideration of the Board and recommending major policy changes and developments.
- Monitoring and directing overall operations to achieve revenue and expense budgets and the satisfactory performance of the various profit centres across the organisation.
- Approve funding for major operations and projects
- Directing the preparation, communication, and execution of operating objectives, plans and programs.
- Negotiating major projects, financial arrangements, loan terms etc.
- Directing and motivating the executive team in the achievement of agreed goals, standards and organisation culture.
- Acting as the chief spokesperson for the organisation

Key skills

- Sound leadership skills and a proven record of successful staff management. Must be an effective manager by exception.

Internal contacts

Functional and divisional managers, and all subordinate staff. Fellow directors on board/policy making management team

External contacts

Industry associations, company bankers, other financial institutions both local and overseas, Federal and State Government officials, major customers/clients, shareholders, major suppliers, legal firms, and the media.

Typical experience

Over 15 years general experience in all aspects of management at a senior level including functional areas such as Administration, HR, Marketing and Finance and coordination of multi-functional activities. Tertiary qualifications and management training.

Other comments

Position Description

Position title: Chief Executive Officer Size C
Position code: Aon.ACE.10000.8-C

Responsible for

Achieving corporate long term strategic objectives and effectively managing a company or a group of companies. Accountable under the Corporations Act for the statutory compliance of all business activities of the company.

Report to

Board of Directors (and Shareholders) or overseas principals.

Supervises

Directors, divisional and functional managers.

Main activities

- Collaborates with the board to define and articulate the organisation's vision and to develop strategies for achieving that vision.
- Develop and recommend strategies to the board that result in the maximisation of shareholder's return/value.
- Submitting business forecasts and budgets for the consideration of the Board and recommending major policy changes and developments.
- Monitoring and directing overall operations to achieve revenue and expense budgets and the satisfactory performance of the various profit centres across the organisation.
- Approve funding for major operations and projects
- Directing the preparation, communication, and execution of operating objectives, plans and programs.
- Negotiating major projects, financial arrangements, loan terms etc.
- Directing and motivating the executive team in the achievement of agreed goals, standards and organisation culture.
- Acting as the chief spokesperson for the organisation

Key skills

- Sound leadership skills and a proven record of successful staff management. Must be an effective manager by exception.

Internal contacts

Functional and divisional managers, and all subordinate staff. Fellow directors on board/policy making management team

External contacts

Industry associations, company bankers, other financial institutions both local and overseas, Federal and State Government officials, major customers/clients, shareholders, major suppliers, legal firms, and the media.

Typical experience

Over 15 years general experience in all aspects of management at a senior level including functional areas such as Administration, HR, Marketing and Finance and coordination of multi-functional activities. Tertiary qualifications and management training.

Other comments

Position Description

Position title: Chief Operating Officer (COO)
Position code: Aon.ACE.10001.7
Career level: 7

Responsible for

Directing and managing all operational activities of the organisation and ensuring the implementation of overall organisational strategy.

Report to

Chief Executive Officer/Managing Director.

Supervises

All operational managers/general managers and staff working within the operational functions of the organisation.

Main activities

- Providing strategic direction, leading, managing and directing all operational activities of the organisation.
- Accountability for the overall profitability of the operational activities of the organisation.
- Ensuring all corporate and business unit strategies and plans are aligned, reviewed and successfully implemented - taking remedial action where necessary.
- Building relationships between the operations and support divisions and ensuring the business units receive adequate operational support.
- Providing support and assistance to the CEO on corporate and group issues where required.
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Acting, as required or in the absence of the CEO, as the chief spokesperson for the organisation.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional employees.

Key skills

- Proven management experience at a senior level.
- Financial management/reporting and analysis skills.
- Strategic planning and resource management skills.
- Strong leadership and motivational ability.

Internal contacts

Functional and divisional managers and all subordinate staff, Board of Directors, other members of the Executive and Senior Management teams, corporate support functions, all levels of employees.

External contacts

Major suppliers and clients/customers, Government departments and authorities, legal advisers, auditors, and the media (where necessary).

Typical experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

Other comments

Position Description

Position title: Chief Operating Officer (COO) Size A
Position code: Aon.ACE.10001.7-A
Career level: 7

Responsible for

Directing and managing all operational activities of the organisation and ensuring the implementation of overall organisational strategy.

Report to

Chief Executive Officer/Managing Director.

Supervises

All operational managers/general managers and staff working within the operational functions of the organisation.

Main activities

- Providing strategic direction, leading, managing and directing all operational activities of the organisation.
- Accountability for the overall profitability of the operational activities of the organisation.
- Ensuring all corporate and business unit strategies and plans are aligned, reviewed and successfully implemented - taking remedial action where necessary.
- Building relationships between the operations and support divisions and ensuring the business units receive adequate operational support.
- Providing support and assistance to the CEO on corporate and group issues where required.
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Acting, as required or in the absence of the CEO, as the chief spokesperson for the organisation.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional employees.

Key skills

- Proven management experience at a senior level.
- Financial management/reporting and analysis skills.
- Strategic planning and resource management skills.
- Strong leadership and motivational ability.

Internal contacts

Functional and divisional managers and all subordinate staff, Board of Directors, other members of the Executive and Senior Management teams, corporate support functions, all levels of employees.

External contacts

Major suppliers and clients/customers, Government departments and authorities, legal advisers, auditors, and the media (where necessary).

Typical experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

Other comments

Position Description

Position title: Chief Operating Officer (COO) Size B
Position code: Aon.ACE.10001.7-B
Career level: 7

Responsible for

Directing and managing all operational activities of the organisation and ensuring the implementation of overall organisational strategy.

Report to

Chief Executive Officer/Managing Director.

Supervises

All operational managers/general managers and staff working within the operational functions of the organisation.

Main activities

- Providing strategic direction, leading, managing and directing all operational activities of the organisation.
- Accountability for the overall profitability of the operational activities of the organisation.
- Ensuring all corporate and business unit strategies and plans are aligned, reviewed and successfully implemented - taking remedial action where necessary.
- Building relationships between the operations and support divisions and ensuring the business units receive adequate operational support.
- Providing support and assistance to the CEO on corporate and group issues where required.
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Acting, as required or in the absence of the CEO, as the chief spokesperson for the organisation.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional employees.

Key skills

- Proven management experience at a senior level.
- Financial management/reporting and analysis skills.
- Strategic planning and resource management skills.
- Strong leadership and motivational ability.

Internal contacts

Functional and divisional managers and all subordinate staff, Board of Directors, other members of the Executive and Senior Management teams, corporate support functions, all levels of employees.

External contacts

Major suppliers and clients/customers, Government departments and authorities, legal advisers, auditors, and the media (where necessary).

Typical experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

Other comments

Position Description

Position title: Chief Operating Officer (COO) Size C
Position code: Aon.ACE.10001.7-C
Career level: 7

Responsible for

Directing and managing all operational activities of the organisation and ensuring the implementation of overall organisational strategy.

Report to

Chief Executive Officer/Managing Director.

Supervises

All operational managers/general managers and staff working within the operational functions of the organisation.

Main activities

- Providing strategic direction, leading, managing and directing all operational activities of the organisation.
- Accountability for the overall profitability of the operational activities of the organisation.
- Ensuring all corporate and business unit strategies and plans are aligned, reviewed and successfully implemented - taking remedial action where necessary.
- Building relationships between the operations and support divisions and ensuring the business units receive adequate operational support.
- Providing support and assistance to the CEO on corporate and group issues where required.
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Acting, as required or in the absence of the CEO, as the chief spokesperson for the organisation.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional employees.

Key skills

- Proven management experience at a senior level.
- Financial management/reporting and analysis skills.
- Strategic planning and resource management skills.
- Strong leadership and motivational ability.

Internal contacts

Functional and divisional managers and all subordinate staff, Board of Directors, other members of the Executive and Senior Management teams, corporate support functions, all levels of employees.

External contacts

Major suppliers and clients/customers, Government departments and authorities, legal advisers, auditors, and the media (where necessary).

Typical experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

Other comments

Position Description

Position title: General Manager (Multi-Function)
Position code: Aon.ACE.10002.7
Career level: 7

Responsible for

Overall management of a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for influencing key government stakeholders and implementing strategic growth in order to achieve company vision.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas/branches.

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Managing the company's Business Development resources and use them effectively to grow existing business units and investigate new Business opportunities
- Accountability for the overall operational success and financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
- Ensuring that the functions/branches comply with senior management directives and statutory regulations
- Directing and motivating subordinate managers to achieve agreed targets.
- Implementing the appropriate leadership structure within the organisation and motivating all divisional personnel.
- Participating in the negotiation of major projects within broad policy guidelines - as required.
- Developing a high performing culture capable of delivering sustainable growth in reputation, revenue and profitability through motivating and rewarding the right performance and behaviours.

Key skills

- Has sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers, clients/customers, industry associations.

Typical experience

At least 15 years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

If a person has responsibility for ALL operational activities of the organisation, please match them to position code Aon.EXE.10001.7 - Chief Operating Officer. Alternative Titles: General Manager - Subsidiary Operations, Head of a Major Profit Centre.

Position Description

Position title: General Manager (Multi-Function) Size A
Position code: Aon.ACE.10002.7-A
Career level: 7

Responsible for

Overall management of a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for influencing key government stakeholders and implementing strategic growth in order to achieve company vision.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas/branches.

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Managing the company's Business Development resources and use them effectively to grow existing business units and investigate new Business opportunities
- Accountability for the overall operational success and financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
- Ensuring that the functions/branches comply with senior management directives and statutory regulations
- Directing and motivating subordinate managers to achieve agreed targets.
- Implementing the appropriate leadership structure within the organisation and motivating all divisional personnel.
- Participating in the negotiation of major projects within broad policy guidelines - as required.
- Developing a high performing culture capable of delivering sustainable growth in reputation, revenue and profitability through motivating and rewarding the right performance and behaviours.

Key skills

- Has sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers, clients/customers, industry associations.

Typical experience

At least 15 years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

If a person has responsibility for ALL operational activities of the organisation, please match them to position code Aon.EXE.10001.7 - Chief Operating Officer. Alternative Titles: General Manager - Subsidiary Operations, Head of a Major Profit Centre.

Position Description

Position title: General Manager (Multi-Function) Size B
Position code: Aon.ACE.10002.7-B
Career level: 7

Responsible for

Overall management of a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for influencing key government stakeholders and implementing strategic growth in order to achieve company vision.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas/branches.

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Managing the company's Business Development resources and use them effectively to grow existing business units and investigate new Business opportunities
- Accountability for the overall operational success and financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
- Ensuring that the functions/branches comply with senior management directives and statutory regulations
- Directing and motivating subordinate managers to achieve agreed targets.
- Implementing the appropriate leadership structure within the organisation and motivating all divisional personnel.
- Participating in the negotiation of major projects within broad policy guidelines - as required.
- Developing a high performing culture capable of delivering sustainable growth in reputation, revenue and profitability through motivating and rewarding the right performance and behaviours.

Key skills

- Has sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers, clients/customers, industry associations.

Typical experience

At least 15 years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

If a person has responsibility for ALL operational activities of the organisation, please match them to position code Aon.EXE.10001.7 - Chief Operating Officer. Alternative Titles: General Manager - Subsidiary Operations, Head of a Major Profit Centre.

Position Description

Position title: General Manager (Multi-Function) Size C
Position code: Aon.ACE.10002.7-C
Career level: 7

Responsible for

Overall management of a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for influencing key government stakeholders and implementing strategic growth in order to achieve company vision.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas/branches.

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Managing the company's Business Development resources and use them effectively to grow existing business units and investigate new Business opportunities
- Accountability for the overall operational success and financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
- Ensuring that the functions/branches comply with senior management directives and statutory regulations
- Directing and motivating subordinate managers to achieve agreed targets.
- Implementing the appropriate leadership structure within the organisation and motivating all divisional personnel.
- Participating in the negotiation of major projects within broad policy guidelines - as required.
- Developing a high performing culture capable of delivering sustainable growth in reputation, revenue and profitability through motivating and rewarding the right performance and behaviours.

Key skills

- Has sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers, clients/customers, industry associations.

Typical experience

At least 15 years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

If a person has responsibility for ALL operational activities of the organisation, please match them to position code Aon.EXE.10001.7 - Chief Operating Officer. Alternative Titles: General Manager - Subsidiary Operations, Head of a Major Profit Centre.

Position Description

Position title: General Manager (Single Function)
Position code: Aon.ACE.10003.7
Career level: 7

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch, generating new business opportunities and influencing the direction of the organisation in order to achieve strategic growth. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer or General Manager (Multi-Function).

Supervises

Managers and staff working within the functional area.

Main activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area..
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Implementing the appropriate leadership structure within the organisation and motivating all divisional personnel.
- Implementing appropriate procedures and systems in order to deliver key projects within due dates and without exceeding budgets
- Participating in the negotiation of major project deals within broad policy guidelines - if required.
- Developing a high performing culture capable of delivering sustainable growth in reputation, revenue and profitability through motivating and rewarding the right performance and behaviours.

Key skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Business acumen, strong understanding of the business.
- Influence over clients and other stakeholders at senior level.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

At least 10 - 12 years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Regional General Manager; may also be called a "Line of Business" Manager.

Position Description

Position title: General Manager (Single Function) Size A
Position code: Aon.ACE.10003.7-A
Career level: 7

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch, generating new business opportunities and influencing the direction of the organisation in order to achieve strategic growth. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer or General Manager (Multi-Function).

Supervises

Managers and staff working within the functional area.

Main activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area..
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Implementing the appropriate leadership structure within the organisation and motivating all divisional personnel.
- Implementing appropriate procedures and systems in order to deliver key projects within due dates and without exceeding budgets
- Participating in the negotiation of major project deals within broad policy guidelines - if required.
- Developing a high performing culture capable of delivering sustainable growth in reputation, revenue and profitability through motivating and rewarding the right performance and behaviours.

Key skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Business acumen, strong understanding of the business.
- Influence over clients and other stakeholders at senior level.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

At least 10 - 12 years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Regional General Manager; may also be called a "Line of Business" Manager.

Position Description

Position title: General Manager (Single Function) Size B
Position code: Aon.ACE.10003.7-B
Career level: 7

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch, generating new business opportunities and influencing the direction of the organisation in order to achieve strategic growth. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer or General Manager (Multi-Function).

Supervises

Managers and staff working within the functional area.

Main activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area..
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Implementing the appropriate leadership structure within the organisation and motivating all divisional personnel.
- Implementing appropriate procedures and systems in order to deliver key projects within due dates and without exceeding budgets
- Participating in the negotiation of major project deals within broad policy guidelines - if required.
- Developing a high performing culture capable of delivering sustainable growth in reputation, revenue and profitability through motivating and rewarding the right performance and behaviours.

Key skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Business acumen, strong understanding of the business.
- Influence over clients and other stakeholders at senior level.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

At least 10 - 12 years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Regional General Manager; may also be called a "Line of Business" Manager.

Position Description

Position title: General Manager (Single Function) Size C
Position code: Aon.ACE.10003.7-C
Career level: 7

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch, generating new business opportunities and influencing the direction of the organisation in order to achieve strategic growth. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer or General Manager (Multi-Function).

Supervises

Managers and staff working within the functional area.

Main activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area..
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Implementing the appropriate leadership structure within the organisation and motivating all divisional personnel.
- Implementing appropriate procedures and systems in order to deliver key projects within due dates and without exceeding budgets
- Participating in the negotiation of major project deals within broad policy guidelines - if required.
- Developing a high performing culture capable of delivering sustainable growth in reputation, revenue and profitability through motivating and rewarding the right performance and behaviours.

Key skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Business acumen, strong understanding of the business.
- Influence over clients and other stakeholders at senior level.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

At least 10 - 12 years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Regional General Manager; may also be called a "Line of Business" Manager.

Position Description

Position title: Finance Director/Chief Financial Officer
Position code: Aon.ACE.30000.7
Career level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, managing an effective governance structure and providing financial information to Chief Executive and Directors.

Report to

Chief Executive/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal tertiary and professional qualifications and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Executive management, Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

The role administers and directs to meet statutory and corporate reporting requirements.

Position Description

Position title: Finance Director/Chief Financial Officer Size A
Position code: Aon.ACE.30000.7-A
Career level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, managing an effective governance structure and providing financial information to Chief Executive and Directors.

Report to

Chief Executive/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal tertiary and professional qualifications and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Executive management, Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

The role administers and directs to meet statutory and corporate reporting requirements.

Position Description

Position title: Finance Director/Chief Financial Officer Size B
Position code: Aon.ACE.30000.7-B
Career level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, managing an effective governance structure and providing financial information to Chief Executive and Directors.

Report to

Chief Executive/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal tertiary and professional qualifications and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Executive management, Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

The role administers and directs to meet statutory and corporate reporting requirements.

Position Description

Position title: Finance Director/Chief Financial Officer Size C
Position code: Aon.ACE.30000.7-C
Career level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, managing an effective governance structure and providing financial information to Chief Executive and Directors.

Report to

Chief Executive/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal tertiary and professional qualifications and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Executive management, Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

The role administers and directs to meet statutory and corporate reporting requirements.

Position Description

Position title: Company Secretary
Position code: Aon.ACE.25001.7
Career level: 7

Responsible for

Ensuring that the Company meets its statutory and legal obligations under the relevant legislation with special reference to its corporate activities, including subsidiary operations.

Report to

General Manager, Chief Executive Officer.

Supervises

May supervise clerical staff.

Main activities

- Preparing and arranging all Board meetings and undertaking various activities related to these meetings - ensuring compliance with all legal, statutory and corporate affairs requirements and providing specialist advise to the Board.
- Facilitating ongoing communication between the organisation and external Board members.
- Providing legal advice to management on a wide range of corporate and employment relations issues.
- Ensuring compliance and reporting requirements to statutory and third parties are accurately and timely fulfilled.
- Reviewing, summarising and advising management on corporate documentation prior to sealing.
- Controlling the Executive Share Plan, maintaining the Organisation's Share Register and controlling corporate records.
- Assisting with the year end accounting process and the preparation of the organisation's annual report.
- Ensuring that Board administration is effectively performed.
- Participating in special projects and assignments of strategic importance to the organisation.

Key skills

- Good working knowledge of relevant legislation.
- Excellent communication skills.
- Excellent negotiation and dispute resolution skills.

Internal contacts

All Divisional Managers, Legal Staff.

External contacts

Shareholders, External Directors, Solicitors and other Legal Advisors.

Typical experience

At least 5 years experience as a lawyer within commercial/corporate law. Degree qualified in law, economics and/or accounting together with membership of the Australian Institute of Chartered Secretaries.

Other comments

Position Description

Position title: Company Secretary Size A
Position code: Aon.ACE.25001.7-A
Career level: 7

Responsible for

Ensuring that the Company meets its statutory and legal obligations under the relevant legislation with special reference to its corporate activities, including subsidiary operations.

Report to

General Manager, Chief Executive Officer.

Supervises

May supervise clerical staff.

Main activities

- Preparing and arranging all Board meetings and undertaking various activities related to these meetings - ensuring compliance with all legal, statutory and corporate affairs requirements and providing specialist advise to the Board.
- Facilitating ongoing communication between the organisation and external Board members.
- Providing legal advice to management on a wide range of corporate and employment relations issues.
- Ensuring compliance and reporting requirements to statutory and third parties are accurately and timely fulfilled.
- Reviewing, summarising and advising management on corporate documentation prior to sealing.
- Controlling the Executive Share Plan, maintaining the Organisation's Share Register and controlling corporate records.
- Assisting with the year end accounting process and the preparation of the organisation's annual report.
- Ensuring that Board administration is effectively performed.
- Participating in special projects and assignments of strategic importance to the organisation.

Key skills

- Good working knowledge of relevant legislation.
- Excellent communication skills.
- Excellent negotiation and dispute resolution skills.

Internal contacts

All Divisional Managers, Legal Staff.

External contacts

Shareholders, External Directors, Solicitors and other Legal Advisors.

Typical experience

At least 5 years experience as a lawyer within commercial/corporate law. Degree qualified in law, economics and/or accounting together with membership of the Australian Institute of Chartered Secretaries.

Other comments

Position Description

Position title: Company Secretary Size B
Position code: Aon.ACE.25001.7-B
Career level: 7

Responsible for

Ensuring that the Company meets its statutory and legal obligations under the relevant legislation with special reference to its corporate activities, including subsidiary operations.

Report to

General Manager, Chief Executive Officer.

Supervises

May supervise clerical staff.

Main activities

- Preparing and arranging all Board meetings and undertaking various activities related to these meetings - ensuring compliance with all legal, statutory and corporate affairs requirements and providing specialist advise to the Board.
- Facilitating ongoing communication between the organisation and external Board members.
- Providing legal advice to management on a wide range of corporate and employment relations issues.
- Ensuring compliance and reporting requirements to statutory and third parties are accurately and timely fulfilled.
- Reviewing, summarising and advising management on corporate documentation prior to sealing.
- Controlling the Executive Share Plan, maintaining the Organisation's Share Register and controlling corporate records.
- Assisting with the year end accounting process and the preparation of the organisation's annual report.
- Ensuring that Board administration is effectively performed.
- Participating in special projects and assignments of strategic importance to the organisation.

Key skills

- Good working knowledge of relevant legislation.
- Excellent communication skills.
- Excellent negotiation and dispute resolution skills.

Internal contacts

All Divisional Managers, Legal Staff.

External contacts

Shareholders, External Directors, Solicitors and other Legal Advisors.

Typical experience

At least 5 years experience as a lawyer within commercial/corporate law. Degree qualified in law, economics and/or accounting together with membership of the Australian Institute of Chartered Secretaries.

Other comments

Position Description

Position title: Company Secretary Size C
Position code: Aon.ACE.25001.7-C
Career level: 7

Responsible for

Ensuring that the Company meets its statutory and legal obligations under the relevant legislation with special reference to its corporate activities, including subsidiary operations.

Report to

General Manager, Chief Executive Officer.

Supervises

May supervise clerical staff.

Main activities

- Preparing and arranging all Board meetings and undertaking various activities related to these meetings - ensuring compliance with all legal, statutory and corporate affairs requirements and providing specialist advise to the Board.
- Facilitating ongoing communication between the organisation and external Board members.
- Providing legal advice to management on a wide range of corporate and employment relations issues.
- Ensuring compliance and reporting requirements to statutory and third parties are accurately and timely fulfilled.
- Reviewing, summarising and advising management on corporate documentation prior to sealing.
- Controlling the Executive Share Plan, maintaining the Organisation's Share Register and controlling corporate records.
- Assisting with the year end accounting process and the preparation of the organisation's annual report.
- Ensuring that Board administration is effectively performed.
- Participating in special projects and assignments of strategic importance to the organisation.

Key skills

- Good working knowledge of relevant legislation.
- Excellent communication skills.
- Excellent negotiation and dispute resolution skills.

Internal contacts

All Divisional Managers, Legal Staff.

External contacts

Shareholders, External Directors, Solicitors and other Legal Advisors.

Typical experience

At least 5 years experience as a lawyer within commercial/corporate law. Degree qualified in law, economics and/or accounting together with membership of the Australian Institute of Chartered Secretaries.

Other comments

Position Description

Position title: Chief Legal Counsel
Position code: Aon.ACE.25000.7
Career level: 7

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Report to

Chief Executive/Managing Director.

Supervises

Legal officers.

Main activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- Managing litigation and acting on behalf of the organisation in court or brief counsel on legal matters and ensuring that the organisation is effectively represented in any legal action in which it is involved.
- Acting on behalf of the organisation in major property conveyancing transactions
- Providing advice on various legal matters and scrutiny of contracts to protect the organisation's interests.
- Establishing, reviewing and approving contracts for major sales projects.
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions and ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.
- Ability to interpret legal requirements which apply to relevant business operations.
- Superior negotiating skills and drafting skills.
- Project management skills.
- Ability to resolve internal escalations.
- General managerial experience.

Internal contacts

Regulatory affairs manager, all divisional and functional managers.

External contacts

External solicitors and appraisers, corporate affairs department.

Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other comments

Chief Manager - Legal Affairs or Group Counsel

Position Description

Position title: Chief Legal Counsel Size A
Position code: Aon.ACE.25000.7-A
Career level: 7

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Report to

Chief Executive/Managing Director.

Supervises

Legal officers.

Main activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- Managing litigation and acting on behalf of the organisation in court or brief counsel on legal matters and ensuring that the organisation is effectively represented in any legal action in which it is involved.
- Acting on behalf of the organisation in major property conveyancing transactions
- Providing advice on various legal matters and scrutiny of contracts to protect the organisation's interests.
- Establishing, reviewing and approving contracts for major sales projects.
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions and ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.
- Ability to interpret legal requirements which apply to relevant business operations.
- Superior negotiating skills and drafting skills.
- Project management skills.
- Ability to resolve internal escalations.
- General managerial experience.

Internal contacts

Regulatory affairs manager, all divisional and functional managers.

External contacts

External solicitors and appraisers, corporate affairs department.

Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other comments

Chief Manager - Legal Affairs or Group Counsel

Position Description

Position title: Chief Legal Counsel Size B
Position code: Aon.ACE.25000.7-B
Career level: 7

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Report to

Chief Executive/Managing Director.

Supervises

Legal officers.

Main activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- Managing litigation and acting on behalf of the organisation in court or brief counsel on legal matters and ensuring that the organisation is effectively represented in any legal action in which it is involved.
- Acting on behalf of the organisation in major property conveyancing transactions
- Providing advice on various legal matters and scrutiny of contracts to protect the organisation's interests.
- Establishing, reviewing and approving contracts for major sales projects.
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions and ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.
- Ability to interpret legal requirements which apply to relevant business operations.
- Superior negotiating skills and drafting skills.
- Project management skills.
- Ability to resolve internal escalations.
- General managerial experience.

Internal contacts

Regulatory affairs manager, all divisional and functional managers.

External contacts

External solicitors and appraisers, corporate affairs department.

Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other comments

Chief Manager - Legal Affairs or Group Counsel

Position Description

Position title: Chief Legal Counsel Size C
Position code: Aon.ACE.25000.7-C
Career level: 7

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Report to

Chief Executive/Managing Director.

Supervises

Legal officers.

Main activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- Managing litigation and acting on behalf of the organisation in court or brief counsel on legal matters and ensuring that the organisation is effectively represented in any legal action in which it is involved.
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- Establishing, reviewing and approving contracts for major sales projects.
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions and ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.
- Ability to interpret legal requirements which apply to relevant business operations.
- Superior negotiating skills and drafting skills.
- Project management skills.
- Ability to resolve internal escalations.
- General managerial experience.

Internal contacts

Regulatory affairs manager, all divisional and functional managers.

External contacts

External solicitors and appraisers, corporate affairs department.

Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other comments

Chief Manager - Legal Affairs or Group Counsel

Position Description

Position title: Sales & Marketing Director
Position code: Aon.ACE.10004.7
Career level: 7

Responsible for

Establishing and controlling national sales and marketing strategies to achieve market share, and sales and profit targets.

Report to

Chief Executive/Managing Director.

Supervises

A national sales force and a specialist marketing team.

Main activities

- Project and client liaison focused, delivering short and long term plans.
- Formulating national sales and marketing policies thereby making major contributions to organisational :
Revenue
Profit projections
Short and long term plans
- Developing and enhancing brand profile and business development strategies.
- Liaise with senior business partners including General Managers or Business Development Managers.
- Implementing and achieving strategic goals; and contributing to the strategic direction of the company.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Monitoring sales performance and selling expenses and initiating corrective action where necessary.
- Negotiating major deals and maintaining key customer contacts at senior levels.
- Coordinating market research and market intelligence data.

Key skills

- Professional marketing skills. Detailed knowledge of technological developments and trends. The role requires strong motivational and persuasive skills, coupled with good planning and administrative abilities. Negotiating skills are also important.
- Ability to develop staff.

Internal contacts

Sales and marketing executives and specialists, state or branch managers, finance and accounting, systems and software development.

External contacts

Major customers, the media, market research firms, public relations firms, distributors Federal and State Government officials.

Typical experience

At least 15 years of related sales/marketing experience. Typically has tertiary qualifications.

Other comments

The role combines professional marketing skills and sales management skills on a national level.

Position Description

Position title: Sales & Marketing Director Size A
Position code: Aon.ACE.10004.7-A
Career level: 7

Responsible for

Establishing and controlling national sales and marketing strategies to achieve market share, and sales and profit targets.

Report to

Chief Executive/Managing Director.

Supervises

A national sales force and a specialist marketing team.

Main activities

- Project and client liaison focused, delivering short and long term plans.
- Formulating national sales and marketing policies thereby making major contributions to organisational :
Revenue
Profit projections
Short and long term plans
- Developing and enhancing brand profile and business development strategies.
- Liaise with senior business partners including General Managers or Business Development Managers.
- Implementing and achieving strategic goals; and contributing to the strategic direction of the company.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Monitoring sales performance and selling expenses and initiating corrective action where necessary.
- Negotiating major deals and maintaining key customer contacts at senior levels.
- Coordinating market research and market intelligence data.

Key skills

- Professional marketing skills. Detailed knowledge of technological developments and trends. The role requires strong motivational and persuasive skills, coupled with good planning and administrative abilities. Negotiating skills are also important.
- Ability to develop staff.

Internal contacts

Sales and marketing executives and specialists, state or branch managers, finance and accounting, systems and software development.

External contacts

Major customers, the media, market research firms, public relations firms, distributors Federal and State Government officials.

Typical experience

At least 15 years of related sales/marketing experience. Typically has tertiary qualifications.

Other comments

The role combines professional marketing skills and sales management skills on a national level.

Position Description

Position title: Sales & Marketing Director Size B
Position code: Aon.ACE.10004.7-B
Career level: 7

Responsible for

Establishing and controlling national sales and marketing strategies to achieve market share, and sales and profit targets.

Report to

Chief Executive/Managing Director.

Supervises

A national sales force and a specialist marketing team.

Main activities

- Project and client liaison focused, delivering short and long term plans.
- Formulating national sales and marketing policies thereby making major contributions to organisational :
Revenue
Profit projections
Short and long term plans
- Developing and enhancing brand profile and business development strategies.
- Liaise with senior business partners including General Managers or Business Development Managers.
- Implementing and achieving strategic goals; and contributing to the strategic direction of the company.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Monitoring sales performance and selling expenses and initiating corrective action where necessary.
- Negotiating major deals and maintaining key customer contacts at senior levels.
- Coordinating market research and market intelligence data.

Key skills

- Professional marketing skills. Detailed knowledge of technological developments and trends. The role requires strong motivational and persuasive skills, coupled with good planning and administrative abilities. Negotiating skills are also important.
- Ability to develop staff.

Internal contacts

Sales and marketing executives and specialists, state or branch managers, finance and accounting, systems and software development.

External contacts

Major customers, the media, market research firms, public relations firms, distributors Federal and State Government officials.

Typical experience

At least 15 years of related sales/marketing experience. Typically has tertiary qualifications.

Other comments

The role combines professional marketing skills and sales management skills on a national level.

Position Description

Position title: Sales & Marketing Director Size C
Position code: Aon.ACE.10004.7-C
Career level: 7

Responsible for

Establishing and controlling national sales and marketing strategies to achieve market share, and sales and profit targets.

Report to

Chief Executive/Managing Director.

Supervises

A national sales force and a specialist marketing team.

Main activities

- Project and client liaison focused, delivering short and long term plans.
- Formulating national sales and marketing policies thereby making major contributions to organisational :
Revenue
Profit projections
Short and long term plans
- Developing and enhancing brand profile and business development strategies.
- Liaise with senior business partners including General Managers or Business Development Managers.
- Implementing and achieving strategic goals; and contributing to the strategic direction of the company.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Monitoring sales performance and selling expenses and initiating corrective action where necessary.
- Negotiating major deals and maintaining key customer contacts at senior levels.
- Coordinating market research and market intelligence data.

Key skills

- Professional marketing skills. Detailed knowledge of technological developments and trends. The role requires strong motivational and persuasive skills, coupled with good planning and administrative abilities. Negotiating skills are also important.
- Ability to develop staff.

Internal contacts

Sales and marketing executives and specialists, state or branch managers, finance and accounting, systems and software development.

External contacts

Major customers, the media, market research firms, public relations firms, distributors Federal and State Government officials.

Typical experience

At least 15 years of related sales/marketing experience. Typically has tertiary qualifications.

Other comments

The role combines professional marketing skills and sales management skills on a national level.

Position Description

Position title: Marketing Director
Position code: Aon.ACE.20000.7
Career level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to support the achievement of revenue, profit margin projections and market share.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.
- Building market presence and leveraging success.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External contacts

Advertising agencies, the media, public relations firms, market research firms, Federal and State Government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

The role has significant elements of market strategy and positioning.

Position Description

Position title: Marketing Director Size A
Position code: Aon.ACE.20000.7-A
Career level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to support the achievement of revenue, profit margin projections and market share.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.
- Building market presence and leveraging success.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External contacts

Advertising agencies, the media, public relations firms, market research firms, Federal and State Government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

The role has significant elements of market strategy and positioning.

Position Description

Position title: Marketing Director Size B
Position code: Aon.ACE.20000.7-B
Career level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to support the achievement of revenue, profit margin projections and market share.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.
- Building market presence and leveraging success.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External contacts

Advertising agencies, the media, public relations firms, market research firms, Federal and State Government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

The role has significant elements of market strategy and positioning.

Position Description

Position title: Marketing Director Size C
Position code: Aon.ACE.20000.7-C
Career level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to support the achievement of revenue, profit margin projections and market share.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.
- Building market presence and leveraging success.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External contacts

Advertising agencies, the media, public relations firms, market research firms, Federal and State Government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

The role has significant elements of market strategy and positioning.

Position Description

Position title: Corporate Affairs Director
Position code: Aon.ACE.20001.7
Career level: 7

Responsible for

Managing and protecting the organisation's reputation through effective public, community, and media relations, internal corporate communications and other communications activities including oversight of any online initiatives. Providing leadership and direction in responding to specific crises and issues that could impact the stakeholder perception.

Report to

Chief Executive Officer/ Managing Director

Supervises

May supervise a corporate affairs team.

Main activities

- Developing and delivering the communications strategy supporting the overall business objectives as well as on communications matters in regards to transactions, products, and deals.
- Developing strategic organisational reactions to critical situations in the market place.
- Managing any investor relations including building networks with Australian and international press, preparation of market announcements, press releases and other promotional media, production of investment information, website content and online presence, representation at investor roadshows, conferences and other corporate and investor relations related events and liaising with external investor or public relations consultants.
- Providing other executives of the organisation with coaching and guidance on managing and presenting to the media.

Key skills

- Confident and engaging communicator.
- Strong coaching skills.
- Ability to interpret complex situations that may impact the organisations reputation.
- Strong written skills across different media.

Internal contacts

Executive team and top tier managers.

External contacts

Media, legal advisors, marketing firms.

Typical experience

At least 12 years of related experience. Typically has tertiary qualifications.

Other comments

This role may also be equivalent to an Investor Relations Director in some organisations.

Position Description

Position title: Corporate Affairs Director Size A
Position code: Aon.ACE.20001.7-A
Career level: 7

Responsible for

Managing and protecting the organisation's reputation through effective public, community, and media relations, internal corporate communications and other communications activities including oversight of any online initiatives. Providing leadership and direction in responding to specific crises and issues that could impact the stakeholder perception.

Report to

Chief Executive Officer/ Managing Director

Supervises

May supervise a corporate affairs team.

Main activities

- Developing and delivering the communications strategy supporting the overall business objectives as well as on communications matters in regards to transactions, products, and deals.
- Developing strategic organisational reactions to critical situations in the market place.
- Managing any investor relations including building networks with Australian and international press, preparation of market announcements, press releases and other promotional media, production of investment information, website content and online presence, representation at investor roadshows, conferences and other corporate and investor relations related events and liaising with external investor or public relations consultants.
- Providing other executives of the organisation with coaching and guidance on managing and presenting to the media.

Key skills

- Confident and engaging communicator.
- Strong coaching skills.
- Ability to interpret complex situations that may impact the organisations reputation.
- Strong written skills across different media.

Internal contacts

Executive team and top tier managers.

External contacts

Media, legal advisors, marketing firms.

Typical experience

At least 12 years of related experience. Typically has tertiary qualifications.

Other comments

This role may also be equivalent to an Investor Relations Director in some organisations.

Position Description

Position title: Corporate Affairs Director Size B
Position code: Aon.ACE.20001.7-B
Career level: 7

Responsible for

Managing and protecting the organisation's reputation through effective public, community, and media relations, internal corporate communications and other communications activities including oversight of any online initiatives. Providing leadership and direction in responding to specific crises and issues that could impact the stakeholder perception.

Report to

Chief Executive Officer/ Managing Director

Supervises

May supervise a corporate affairs team.

Main activities

- Developing and delivering the communications strategy supporting the overall business objectives as well as on communications matters in regards to transactions, products, and deals.
- Developing strategic organisational reactions to critical situations in the market place.
- Managing any investor relations including building networks with Australian and international press, preparation of market announcements, press releases and other promotional media, production of investment information, website content and online presence, representation at investor roadshows, conferences and other corporate and investor relations related events and liaising with external investor or public relations consultants.
- Providing other executives of the organisation with coaching and guidance on managing and presenting to the media.

Key skills

- Confident and engaging communicator.
- Strong coaching skills.
- Ability to interpret complex situations that may impact the organisations reputation.
- Strong written skills across different media.

Internal contacts

Executive team and top tier managers.

External contacts

Media, legal advisors, marketing firms.

Typical experience

At least 12 years of related experience. Typically has tertiary qualifications.

Other comments

This role may also be equivalent to an Investor Relations Director in some organisations.

Position Description

Position title: Corporate Affairs Director Size C
Position code: Aon.ACE.20001.7-C
Career level: 7

Responsible for

Managing and protecting the organisation's reputation through effective public, community, and media relations, internal corporate communications and other communications activities including oversight of any online initiatives. Providing leadership and direction in responding to specific crises and issues that could impact the stakeholder perception.

Report to

Chief Executive Officer/ Managing Director

Supervises

May supervise a corporate affairs team.

Main activities

- Developing and delivering the communications strategy supporting the overall business objectives as well as on communications matters in regards to transactions, products, and deals.
- Developing strategic organisational reactions to critical situations in the market place.
- Managing any investor relations including building networks with Australian and international press, preparation of market announcements, press releases and other promotional media, production of investment information, website content and online presence, representation at investor roadshows, conferences and other corporate and investor relations related events and liaising with external investor or public relations consultants.
- Providing other executives of the organisation with coaching and guidance on managing and presenting to the media.

Key skills

- Confident and engaging communicator.
- Strong coaching skills.
- Ability to interpret complex situations that may impact the organisations reputation.
- Strong written skills across different media.

Internal contacts

Executive team and top tier managers.

External contacts

Media, legal advisors, marketing firms.

Typical experience

At least 12 years of related experience. Typically has tertiary qualifications.

Other comments

This role may also be equivalent to an Investor Relations Director in some organisations.

Position Description

Position title: Business Development Director
Position code: Aon.ACE.15001.7
Career level: 7

Responsible for

Implementing elaborate strategies to help the development and management of new business opportunities, market positioning, profitability, capital management goals and strategic growth.

Report to

Chief Executive Officer or may report to General Manager.

Supervises

Business development division staff.

Main activities

- Evaluating market entry opportunities for the organisation, preparing business cases, financial models and plans to be presented to the senior management team for discussion and vetting.
- Reporting on cash flow, profitability and investment return on a consolidated and project basis.
- Determining the overall direction of new business opportunities, creating 'virtual teams' across departments or organisations, ensuring that projects fall within the strategic direction of the organisation and balancing short and long term goals.
- Assist in acquiring, delivery and ongoing client relationship management of major projects.
- Developing the appropriate strategies to lead the business in increasing its brand profile.
- Developing deal-making processes and documentation to enable high speed closure of new deals in a consistently high-quality manner. These procedures should also cover life cycle management (e.g. joint marketing/PR/measurement metrics).
- Ensuring business relationships comply with all regulatory and legal requirements.

Key skills

- Strong knowledge of relevant industry products and services.
- General managerial skills.
- High level interpersonal, negotiation and relationship building skills.
- Managing complex projects involving external partners.
- Keen commercial and financial awareness.

Internal contacts

Senior management team, sales, marketing, regulatory affairs, legal, finance, research & development.

External contacts

Potential business partners, industry bodies, external service providers.

Typical experience

At least 15 years business development, sales and marketing experience coupled with relevant tertiary qualifications. In emerging industries total experience may be less but industry knowledge will be very strong.

Other comments

In smaller or start-up organisations the focus of this role may be more on partnering and alliances, whereas in larger companies the job may involve more coordination of resources from various operating divisions.

Position Description

Position title: Business Development Director Size A
Position code: Aon.ACE.15001.7-A
Career level: 7

Responsible for

Implementing elaborate strategies to help the development and management of new business opportunities, market positioning, profitability, capital management goals and strategic growth.

Report to

Chief Executive Officer or may report to General Manager.

Supervises

Business development division staff.

Main activities

- Evaluating market entry opportunities for the organisation, preparing business cases, financial models and plans to be presented to the senior management team for discussion and vetting.
- Reporting on cash flow, profitability and investment return on a consolidated and project basis.
- Determining the overall direction of new business opportunities, creating 'virtual teams' across departments or organisations, ensuring that projects fall within the strategic direction of the organisation and balancing short and long term goals.
- Assist in acquiring, delivery and ongoing client relationship management of major projects.
- Developing the appropriate strategies to lead the business in increasing its brand profile.
- Developing deal-making processes and documentation to enable high speed closure of new deals in a consistently high-quality manner. These procedures should also cover life cycle management (e.g. joint marketing/PR/measurement metrics).
- Ensuring business relationships comply with all regulatory and legal requirements.

Key skills

- Strong knowledge of relevant industry products and services.
- General managerial skills.
- High level interpersonal, negotiation and relationship building skills.
- Managing complex projects involving external partners.
- Keen commercial and financial awareness.

Internal contacts

Senior management team, sales, marketing, regulatory affairs, legal, finance, research & development.

External contacts

Potential business partners, industry bodies, external service providers.

Typical experience

At least 15 years business development, sales and marketing experience coupled with relevant tertiary qualifications. In emerging industries total experience may be less but industry knowledge will be very strong.

Other comments

In smaller or start-up organisations the focus of this role may be more on partnering and alliances, whereas in larger companies the job may involve more coordination of resources from various operating divisions.

Position Description

Position title: Business Development Director Size B
Position code: Aon.ACE.15001.7-B
Career level: 7

Responsible for

Implementing elaborate strategies to help the development and management of new business opportunities, market positioning, profitability, capital management goals and strategic growth.

Report to

Chief Executive Officer or may report to General Manager.

Supervises

Business development division staff.

Main activities

- Evaluating market entry opportunities for the organisation, preparing business cases, financial models and plans to be presented to the senior management team for discussion and vetting.
- Reporting on cash flow, profitability and investment return on a consolidated and project basis.
- Determining the overall direction of new business opportunities, creating 'virtual teams' across departments or organisations, ensuring that projects fall within the strategic direction of the organisation and balancing short and long term goals.
- Assist in acquiring, delivery and ongoing client relationship management of major projects.
- Developing the appropriate strategies to lead the business in increasing its brand profile.
- Developing deal-making processes and documentation to enable high speed closure of new deals in a consistently high-quality manner. These procedures should also cover life cycle management (e.g. joint marketing/PR/measurement metrics).
- Ensuring business relationships comply with all regulatory and legal requirements.

Key skills

- Strong knowledge of relevant industry products and services.
- General managerial skills.
- High level interpersonal, negotiation and relationship building skills.
- Managing complex projects involving external partners.
- Keen commercial and financial awareness.

Internal contacts

Senior management team, sales, marketing, regulatory affairs, legal, finance, research & development.

External contacts

Potential business partners, industry bodies, external service providers.

Typical experience

At least 15 years business development, sales and marketing experience coupled with relevant tertiary qualifications. In emerging industries total experience may be less but industry knowledge will be very strong.

Other comments

In smaller or start-up organisations the focus of this role may be more on partnering and alliances, whereas in larger companies the job may involve more coordination of resources from various operating divisions.

Position Description

Position title: Business Development Director Size C
Position code: Aon.ACE.15001.7-C
Career level: 7

Responsible for

Implementing elaborate strategies to help the development and management of new business opportunities, market positioning, profitability, capital management goals and strategic growth.

Report to

Chief Executive Officer or may report to General Manager.

Supervises

Business development division staff.

Main activities

- Evaluating market entry opportunities for the organisation, preparing business cases, financial models and plans to be presented to the senior management team for discussion and vetting.
- Reporting on cash flow, profitability and investment return on a consolidated and project basis.
- Determining the overall direction of new business opportunities, creating 'virtual teams' across departments or organisations, ensuring that projects fall within the strategic direction of the organisation and balancing short and long term goals.
- Assist in acquiring, delivery and ongoing client relationship management of major projects.
- Developing the appropriate strategies to lead the business in increasing its brand profile.
- Developing deal-making processes and documentation to enable high speed closure of new deals in a consistently high-quality manner. These procedures should also cover life cycle management (e.g. joint marketing/PR/measurement metrics).
- Ensuring business relationships comply with all regulatory and legal requirements.

Key skills

- Strong knowledge of relevant industry products and services.
- General managerial skills.
- High level interpersonal, negotiation and relationship building skills.
- Managing complex projects involving external partners.
- Keen commercial and financial awareness.

Internal contacts

Senior management team, sales, marketing, regulatory affairs, legal, finance, research & development.

External contacts

Potential business partners, industry bodies, external service providers.

Typical experience

At least 15 years business development, sales and marketing experience coupled with relevant tertiary qualifications. In emerging industries total experience may be less but industry knowledge will be very strong.

Other comments

In smaller or start-up organisations the focus of this role may be more on partnering and alliances, whereas in larger companies the job may involve more coordination of resources from various operating divisions.

Position Description

Position title: Human Resources Director
Position code: Aon.ACE.50000.7
Career level: 7

Responsible for

Developing appropriate strategies to effectively utilise the organisation's staff resources.

Report to

Chief Executive/Managing Director, may report to Global HR Lead.

Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

Main activities

- Participating as a member of the senior management/strategic team formulating company people and talent management policies.
- Developing the Human Resources contribution to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing strategies to influence and improve the firm's overall cultural direction.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, minimise disruption, penalties and adverse publicity.
- Overseeing and leading the HR executive team.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.
- Operate within agreed expense budgets.

Key skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal contacts

Chief executive officer and all functional and divisional managers.

External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resources Management.

Other comments

General Manager - Human Resources, Personnel Director.

Position Description

Position title: Human Resources Director Size A
Position code: Aon.ACE.50000.7-A
Career level: 7

Responsible for

Developing appropriate strategies to effectively utilise the organisation's staff resources.

Report to

Chief Executive/Managing Director, may report to Global HR Lead.

Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

Main activities

- Participating as a member of the senior management/strategic team formulating company people and talent management policies.
- Developing the Human Resources contribution to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing strategies to influence and improve the firm's overall cultural direction.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, minimise disruption, penalties and adverse publicity.
- Overseeing and leading the HR executive team.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.
- Operate within agreed expense budgets.

Key skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal contacts

Chief executive officer and all functional and divisional managers.

External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resources Management.

Other comments

General Manager - Human Resources, Personnel Director.

Position Description

Position title: Human Resources Director Size B
Position code: Aon.ACE.50000.7-B
Career level: 7

Responsible for

Developing appropriate strategies to effectively utilise the organisation's staff resources.

Report to

Chief Executive/Managing Director, may report to Global HR Lead.

Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

Main activities

- Participating as a member of the senior management/strategic team formulating company people and talent management policies.
- Developing the Human Resources contribution to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing strategies to influence and improve the firm's overall cultural direction.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, minimise disruption, penalties and adverse publicity.
- Overseeing and leading the HR executive team.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.
- Operate within agreed expense budgets.

Key skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal contacts

Chief executive officer and all functional and divisional managers.

External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resources Management.

Other comments

General Manager - Human Resources, Personnel Director.

Position Description

Position title: Human Resources Director Size C
Position code: Aon.ACE.50000.7-C
Career level: 7

Responsible for

Developing appropriate strategies to effectively utilise the organisation's staff resources.

Report to

Chief Executive/Managing Director, may report to Global HR Lead.

Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

Main activities

- Participating as a member of the senior management/strategic team formulating company people and talent management policies.
- Developing the Human Resources contribution to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing strategies to influence and improve the firm's overall cultural direction.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, minimise disruption, penalties and adverse publicity.
- Overseeing and leading the HR executive team.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.
- Operate within agreed expense budgets.

Key skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal contacts

Chief executive officer and all functional and divisional managers.

External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resources Management.

Other comments

General Manager - Human Resources, Personnel Director.

Position Description

Position title: Chief Information Officer (CIO)
Position code: Aon.ACE.45000.7
Career level: 7

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

At least 12 years of experience in computing, with at least 5 years in large sites and proven business and management skills.

Other comments

Position Description

Position title: Chief Information Officer (CIO) Size A
Position code: Aon.ACE.45000.7-A
Career level: 7

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

At least 12 years of experience in computing, with at least 5 years in large sites and proven business and management skills.

Other comments

Position Description

Position title: Chief Information Officer (CIO) Size B
Position code: Aon.ACE.45000.7-B
Career level: 7

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

At least 12 years of experience in computing, with at least 5 years in large sites and proven business and management skills.

Other comments

Position Description

Position title: Chief Information Officer (CIO) Size C
Position code: Aon.ACE.45000.7-C
Career level: 7

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

At least 12 years of experience in computing, with at least 5 years in large sites and proven business and management skills.

Other comments

Position Description

Position title: Head of Corporate Strategy
Position code: Aon.ACE.10005.7
Career level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title: Head of Corporate Strategy Size A
Position code: Aon.ACE.10005.7-A
Career level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title: Head of Corporate Strategy Size B
Position code: Aon.ACE.10005.7-B
Career level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title: Head of Corporate Strategy Size C
Position code: Aon.ACE.10005.7-C
Career level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title:	General Manager - Safety, Security, Compliance & Accreditation, Environment
Position code:	Aon.ACE.92502.7
Career level:	7

Responsible for

Strategically leading the effective management of processes and systems related to safety, risk, security and environmental compliance for the organisation as a whole, and contribute to the overall strategic direction and management of the organisation.

Report to

Managing Director

Supervises

Managers - Safety/Security/Compliance & Accreditation/Environment

Main activities

- Provide high level advice to the Managing Director, and Senior Executive team on best practice risk, compliance and safety management.
- Lead the development within the organisation of:-
 - A strong culture characterised by risk awareness, with commitment to, and practice of, effective risk and safety management and compliance;
 - A robust, consistent risk identification and treatment framework; - Effective management systems for workplace, operational and public safety;
 - An effective business continuity and sustainability program;
 - An effective governance management framework system and compliance program throughout the organisation.
- Represent and direct the organisation in its dealings with relevant regulators, commercial organisations, Government authorities and other bodies as required
- Financial and budget management for the department.

Key skills

- High level of skill in a Senior Management position setting strategic direction with particular focus on risk management.
- High level of skill in shaping and influencing organisational culture to achieve risk, safety and compliance objectives.
- High level of interpersonal and written communication skills.
- High level of conceptual, analytical and problem solving skills and project management.
- Extensive knowledge of contemporary enterprise risk management, compliance and safety principles and practices.
- Demonstrated ability to interpret and analyse safety, security and environmental issues.
- Extensive knowledge of risk, safety, accreditation and other legislation and their implications on the organisation.

Internal contacts

Managing Director and other Executive level management,

External contacts

Key suppliers, other public transport suppliers, government regulatory bodies, emergency services, unions, government transport departments,

Typical experience

Extensive experience in strategic management at an executive/ senior management level coupled with experience in managing operations of railways. May have a degree in management, engineering, safety, security, environmental management, quality management or related discipline, with a post graduate qualification in a safety related field is highly desirable.



Consult Australia - Executive roles included Survey

Other comments

Position Description

Position title:	General Manager - Safety, Security, Compliance & Accreditation, Environment Size A
Position code:	Aon.ACE.92502.7-A
Career level:	7

Responsible for

Strategically leading the effective management of processes and systems related to safety, risk, security and environmental compliance for the organisation as a whole, and contribute to the overall strategic direction and management of the organisation.

Report to

Managing Director

Supervises

Managers - Safety/Security/Compliance & Accreditation/Environment

Main activities

- Provide high level advice to the Managing Director, and Senior Executive team on best practice risk, compliance and safety management.
- Lead the development within the organisation of:-
 - A strong culture characterised by risk awareness, with commitment to, and practice of, effective risk and safety management and compliance;
 - A robust, consistent risk identification and treatment framework; - Effective management systems for workplace, operational and public safety;
 - An effective business continuity and sustainability program;
 - An effective governance management framework system and compliance program throughout the organisation.
- Represent and direct the organisation in its dealings with relevant regulators, commercial organisations, Government authorities and other bodies as required
- Financial and budget management for the department.

Key skills

- High level of skill in a Senior Management position setting strategic direction with particular focus on risk management.
- High level of skill in shaping and influencing organisational culture to achieve risk, safety and compliance objectives.
- High level of interpersonal and written communication skills.
- High level of conceptual, analytical and problem solving skills and project management.
- Extensive knowledge of contemporary enterprise risk management, compliance and safety principles and practices.
- Demonstrated ability to interpret and analyse safety, security and environmental issues.
- Extensive knowledge of risk, safety, accreditation and other legislation and their implications on the organisation.

Internal contacts

Managing Director and other Executive level management,

External contacts

Key suppliers, other public transport suppliers, government regulatory bodies, emergency services, unions, government transport departments,

Typical experience

Extensive experience in strategic management at an executive/ senior management level coupled with experience in managing operations of railways. May have a degree in management, engineering, safety, security, environmental management, quality management or related discipline, with a post graduate qualification in a safety related field is highly desirable.



Consult Australia - Executive roles included Survey

Other comments

Position Description

Position title:	General Manager - Safety, Security, Compliance & Accreditation, Environment Size B
Position code:	Aon.ACE.92502.7-B
Career level:	7

Responsible for

Strategically leading the effective management of processes and systems related to safety, risk, security and environmental compliance for the organisation as a whole, and contribute to the overall strategic direction and management of the organisation.

Report to

Managing Director

Supervises

Managers - Safety/Security/Compliance & Accreditation/Environment

Main activities

- Provide high level advice to the Managing Director, and Senior Executive team on best practice risk, compliance and safety management.
- Lead the development within the organisation of:-
 - A strong culture characterised by risk awareness, with commitment to, and practice of, effective risk and safety management and compliance;
 - A robust, consistent risk identification and treatment framework; - Effective management systems for workplace, operational and public safety;
 - An effective business continuity and sustainability program;
 - An effective governance management framework system and compliance program throughout the organisation.
- Represent and direct the organisation in its dealings with relevant regulators, commercial organisations, Government authorities and other bodies as required
- Financial and budget management for the department.

Key skills

- High level of skill in a Senior Management position setting strategic direction with particular focus on risk management.
- High level of skill in shaping and influencing organisational culture to achieve risk, safety and compliance objectives.
- High level of interpersonal and written communication skills.
- High level of conceptual, analytical and problem solving skills and project management.
- Extensive knowledge of contemporary enterprise risk management, compliance and safety principles and practices.
- Demonstrated ability to interpret and analyse safety, security and environmental issues.
- Extensive knowledge of risk, safety, accreditation and other legislation and their implications on the organisation.

Internal contacts

Managing Director and other Executive level management,

External contacts

Key suppliers, other public transport suppliers, government regulatory bodies, emergency services, unions, government transport departments,

Typical experience

Extensive experience in strategic management at an executive/ senior management level coupled with experience in managing operations of railways. May have a degree in management, engineering, safety, security, environmental management, quality management or related discipline, with a post graduate qualification in a safety related field is highly desirable.



Other comments

Position Description

Position title:	General Manager - Safety, Security, Compliance & Accreditation, Environment Size C
Position code:	Aon.ACE.92502.7-C
Career level:	7

Responsible for

Strategically leading the effective management of processes and systems related to safety, risk, security and environmental compliance for the organisation as a whole, and contribute to the overall strategic direction and management of the organisation.

Report to

Managing Director

Supervises

Managers - Safety/Security/Compliance & Accreditation/Environment

Main activities

- Provide high level advice to the Managing Director, and Senior Executive team on best practice risk, compliance and safety management.
- Lead the development within the organisation of:-
 - A strong culture characterised by risk awareness, with commitment to, and practice of, effective risk and safety management and compliance;
 - A robust, consistent risk identification and treatment framework; - Effective management systems for workplace, operational and public safety;
 - An effective business continuity and sustainability program;
 - An effective governance management framework system and compliance program throughout the organisation.
- Represent and direct the organisation in its dealings with relevant regulators, commercial organisations, Government authorities and other bodies as required
- Financial and budget management for the department.

Key skills

- High level of skill in a Senior Management position setting strategic direction with particular focus on risk management.
- High level of skill in shaping and influencing organisational culture to achieve risk, safety and compliance objectives.
- High level of interpersonal and written communication skills.
- High level of conceptual, analytical and problem solving skills and project management.
- Extensive knowledge of contemporary enterprise risk management, compliance and safety principles and practices.
- Demonstrated ability to interpret and analyse safety, security and environmental issues.
- Extensive knowledge of risk, safety, accreditation and other legislation and their implications on the organisation.

Internal contacts

Managing Director and other Executive level management,

External contacts

Key suppliers, other public transport suppliers, government regulatory bodies, emergency services, unions, government transport departments,

Typical experience

Extensive experience in strategic management at an executive/ senior management level coupled with experience in managing operations of railways. May have a degree in management, engineering, safety, security, environmental management, quality management or related discipline, with a post graduate qualification in a safety related field is highly desirable.



Consult Australia - Executive roles included Survey

Other comments

Position Description

Position title: Regional Manager
Position code: Aon.ACE.85016.7
Career level: 7

Responsible for

Managing the overall performance of the region.

Report to

Chief Executive Officer.

Supervises

To achieve regional alignment of the respective business lines and ensure strong connections to other parts of the company

Main activities

- Developing and implementing regional plans in line with company goals and strategic objectives.
- To ensure the environment (physical, social and business) is optimal and in keeping with the company's values
- To strengthen the quality and the effectiveness of the company's communications - internal and external
- To strengthen the company's intelligence of markets, clients, partners, competitors and associated internal knowledge-share
- To manage the regional corporate / branch section resources and budgets
- To interface with General Managers on the development and effective implementation of strategy and to ensure a consistent strategic framework is applied throughout the company
- To strengthen our client relationships and client engagement
- To ensure our processes are efficient, effective and consistent across the company
- To identify and take appropriate action with the relevant managers, where individual performance or behaviours are inappropriate

Key skills

- Proven management skills.
- Ability to develop staff.
- Capacity for planning and organising.
- Problem solving and conflict resolution skills.
- Analytical, conceptual and creative thinking, coupled with customer orientation, proven management skills and commercial and business awareness.

Internal contacts

CEO, other Regional Managers, Principals.

External contacts

Clients, Suppliers.

Typical experience

15 - 20+ years of relevant industry experience coupled with a Tertiary or Postgraduate qualification or equivalent formal studies in Management.

Other comments

Position Description

Position title: Regional Manager Size A
Position code: Aon.ACE.85016.7-A
Career level: 7

Responsible for

Managing the overall performance of the region.

Report to

Chief Executive Officer.

Supervises

To achieve regional alignment of the respective business lines and ensure strong connections to other parts of the company

Main activities

- Developing and implementing regional plans in line with company goals and strategic objectives.
- To ensure the environment (physical, social and business) is optimal and in keeping with the company's values
- To strengthen the quality and the effectiveness of the company's communications - internal and external
- To strengthen the company's intelligence of markets, clients, partners, competitors and associated internal knowledge-share
- To manage the regional corporate / branch section resources and budgets
- To interface with General Managers on the development and effective implementation of strategy and to ensure a consistent strategic framework is applied throughout the company
- To strengthen our client relationships and client engagement
- To ensure our processes are efficient, effective and consistent across the company
- To identify and take appropriate action with the relevant managers, where individual performance or behaviours are inappropriate

Key skills

- Proven management skills.
- Ability to develop staff.
- Capacity for planning and organising.
- Problem solving and conflict resolution skills.
- Analytical, conceptual and creative thinking, coupled with customer orientation, proven management skills and commercial and business awareness.

Internal contacts

CEO, other Regional Managers, Principals.

External contacts

Clients, Suppliers.

Typical experience

15 - 20+ years of relevant industry experience coupled with a Tertiary or Postgraduate qualification or equivalent formal studies in Management.

Other comments

Position Description

Position title: Regional Manager Size B
Position code: Aon.ACE.85016.7-B
Career level: 7

Responsible for

Managing the overall performance of the region.

Report to

Chief Executive Officer.

Supervises

To achieve regional alignment of the respective business lines and ensure strong connections to other parts of the company

Main activities

- Developing and implementing regional plans in line with company goals and strategic objectives.
- To ensure the environment (physical, social and business) is optimal and in keeping with the company's values
- To strengthen the quality and the effectiveness of the company's communications - internal and external
- To strengthen the company's intelligence of markets, clients, partners, competitors and associated internal knowledge-share
- To manage the regional corporate / branch section resources and budgets
- To interface with General Managers on the development and effective implementation of strategy and to ensure a consistent strategic framework is applied throughout the company
- To strengthen our client relationships and client engagement
- To ensure our processes are efficient, effective and consistent across the company
- To identify and take appropriate action with the relevant managers, where individual performance or behaviours are inappropriate

Key skills

- Proven management skills.
- Ability to develop staff.
- Capacity for planning and organising.
- Problem solving and conflict resolution skills.
- Analytical, conceptual and creative thinking, coupled with customer orientation, proven management skills and commercial and business awareness.

Internal contacts

CEO, other Regional Managers, Principals.

External contacts

Clients, Suppliers.

Typical experience

15 - 20+ years of relevant industry experience coupled with a Tertiary or Postgraduate qualification or equivalent formal studies in Management.

Other comments

Position Description

Position title: Regional Manager Size C
Position code: Aon.ACE.85016.7-C
Career level: 7

Responsible for

Managing the overall performance of the region.

Report to

Chief Executive Officer.

Supervises

To achieve regional alignment of the respective business lines and ensure strong connections to other parts of the company

Main activities

- Developing and implementing regional plans in line with company goals and strategic objectives.
- To ensure the environment (physical, social and business) is optimal and in keeping with the company's values
- To strengthen the quality and the effectiveness of the company's communications - internal and external
- To strengthen the company's intelligence of markets, clients, partners, competitors and associated internal knowledge-share
- To manage the regional corporate / branch section resources and budgets
- To interface with General Managers on the development and effective implementation of strategy and to ensure a consistent strategic framework is applied throughout the company
- To strengthen our client relationships and client engagement
- To ensure our processes are efficient, effective and consistent across the company
- To identify and take appropriate action with the relevant managers, where individual performance or behaviours are inappropriate

Key skills

- Proven management skills.
- Ability to develop staff.
- Capacity for planning and organising.
- Problem solving and conflict resolution skills.
- Analytical, conceptual and creative thinking, coupled with customer orientation, proven management skills and commercial and business awareness.

Internal contacts

CEO, other Regional Managers, Principals.

External contacts

Clients, Suppliers.

Typical experience

15 - 20+ years of relevant industry experience coupled with a Tertiary or Postgraduate qualification or equivalent formal studies in Management.

Other comments

Position Description

Position title: Health, Safety & Environment Director
Position code: Aon.ACE.85057.7
Career level: 7

Responsible for

Developing and implementing OHSE policies that meets both OHS and environmental legislative requirements and contribute to the health, safety and wellbeing of all Global Mining employees.

Report to

Chief Executive Officer

Supervises

HSE Managers/Sustainability Mangers

Main activities

- Provide leadership and expertise on all OHSE matters
- Developing policies, strategies and programs and OHSE issues
- Provide induction training to staff on all aspects of the program and legal or other requirements
- Communicate OHSE matters to management and personnel as appropriate
- Liaison with government departments and agencies, the community and other agencies
- Assess and identify OHSE risks and determine corrective measures
- Developing procedures for monitoring, rehabilitation and the provision of advice management
- Developing procedures for monitoring, rehabilitation and the provision of advice management
- Representing the company in all OHSE matters
- Manage health and medical services provided by the organisation

Key skills

- Highly driven and results oriented.
- Broad exposure to operations in different commercial and cultural environment
- Effective leadership and management skills and proven track record in staff management.
- Proven management skills.

Internal contacts

CEO, Executive team and HSE managers

External contacts

Government Officials, Industry associations

Typical experience

A minimum of 10 years in Senior OHSE position coupled with Bachelor of Science/ Engineering or relevant discipline

Other comments

Position Description

Position title: Health, Safety & Environment Director Size A
Position code: Aon.ACE.85057.7-A
Career level: 7

Responsible for

Developing and implementing OHSE policies that meets both OHS and environmental legislative requirements and contribute to the health, safety and wellbeing of all Global Mining employees.

Report to

Chief Executive Officer

Supervises

HSE Managers/Sustainability Mangers

Main activities

- Provide leadership and expertise on all OHSE matters
- Developing policies, strategies and programs and OHSE issues
- Provide induction training to staff on all aspects of the program and legal or other requirements
- Communicate OHSE matters to management and personnel as appropriate
- Liaison with government departments and agencies, the community and other agencies
- Assess and identify OHSE risks and determine corrective measures
- Developing procedures for monitoring, rehabilitation and the provision of advice management
- Developing procedures for monitoring, rehabilitation and the provision of advice management
- Representing the company in all OHSE matters
- Manage health and medical services provided by the organisation

Key skills

- Highly driven and results oriented.
- Broad exposure to operations in different commercial and cultural environment
- Effective leadership and management skills and proven track record in staff management.
- Proven management skills.

Internal contacts

CEO, Executive team and HSE managers

External contacts

Government Officials, Industry associations

Typical experience

A minimum of 10 years in Senior OHSE position coupled with Bachelor of Science/ Engineering or relevant discipline

Other comments

Position Description

Position title: Health, Safety & Environment Director Size B
Position code: Aon.ACE.85057.7-B
Career level: 7

Responsible for

Developing and implementing OHSE policies that meets both OHS and environmental legislative requirements and contribute to the health, safety and wellbeing of all Global Mining employees.

Report to

Chief Executive Officer

Supervises

HSE Managers/Sustainability Mangers

Main activities

- Provide leadership and expertise on all OHSE matters
- Developing policies, strategies and programs and OHSE issues
- Provide induction training to staff on all aspects of the program and legal or other requirements
- Communicate OHSE matters to management and personnel as appropriate
- Liaison with government departments and agencies, the community and other agencies
- Assess and identify OHSE risks and determine corrective measures
- Developing procedures for monitoring, rehabilitation and the provision of advice management
- Developing procedures for monitoring, rehabilitation and the provision of advice management
- Representing the company in all OHSE matters
- Manage health and medical services provided by the organisation

Key skills

- Highly driven and results oriented.
- Broad exposure to operations in different commercial and cultural environment
- Effective leadership and management skills and proven track record in staff management.
- Proven management skills.

Internal contacts

CEO, Executive team and HSE managers

External contacts

Government Officials, Industry associations

Typical experience

A minimum of 10 years in Senior OHSE position coupled with Bachelor of Science/ Engineering or relevant discipline

Other comments

Position Description

Position title: Health, Safety & Environment Director Size C
Position code: Aon.ACE.85057.7-C
Career level: 7

Responsible for

Developing and implementing OHSE policies that meets both OHS and environmental legislative requirements and contribute to the health, safety and wellbeing of all Global Mining employees.

Report to

Chief Executive Officer

Supervises

HSE Managers/Sustainability Mangers

Main activities

- Provide leadership and expertise on all OHSE matters
- Developing policies, strategies and programs and OHSE issues
- Provide induction training to staff on all aspects of the program and legal or other requirements
- Communicate OHSE matters to management and personnel as appropriate
- Liaison with government departments and agencies, the community and other agencies
- Assess and identify OHSE risks and determine corrective measures
- Developing procedures for monitoring, rehabilitation and the provision of advice management
- Developing procedures for monitoring, rehabilitation and the provision of advice management
- Representing the company in all OHSE matters
- Manage health and medical services provided by the organisation

Key skills

- Highly driven and results oriented.
- Broad exposure to operations in different commercial and cultural environment
- Effective leadership and management skills and proven track record in staff management.
- Proven management skills.

Internal contacts

CEO, Executive team and HSE managers

External contacts

Government Officials, Industry associations

Typical experience

A minimum of 10 years in Senior OHSE position coupled with Bachelor of Science/ Engineering or relevant discipline

Other comments

Position Description

Position title: Strategic Commercial Manager
Position code: Aon.ACE.30004.6
Career level: 6

Responsible for

Leading a team of commercial managers to provide cost and pricing information for tenders and is also responsible for commercial management, contracts, commercial strategy, finance and compliance. Able to identify operational efficiencies and assist with new commercial opportunities through effective interpretation and analysis of management reporting.

Report to

Chief Executive/Managing Director.

Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

Main activities

- Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
- Controlling new product development and creating effective pricing strategies for key product lines.
- To oversee the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Identification and development of new business ideas and also strategic partnerships.
- Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
- Lead, develop and inspire team with regards to day-to-day operations and future departmental development.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Effective leadership and management skills and proven track record in staff management.

Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives

External contacts

Other parties involved in contract negotiation - lawyers, etc.

Typical experience

Tertiary qualifications along with 10+ years commercial experience, of which some time has been spent in strategic business partnering.

Other comments

Position Description

Position title: Strategic Commercial Manager Size A
Position code: Aon.ACE.30004.6-A
Career level: 6

Responsible for

Leading a team of commercial managers to provide cost and pricing information for tenders and is also responsible for commercial management, contracts, commercial strategy, finance and compliance. Able to identify operational efficiencies and assist with new commercial opportunities through effective interpretation and analysis of management reporting.

Report to

Chief Executive/Managing Director.

Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

Main activities

- Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
- Controlling new product development and creating effective pricing strategies for key product lines.
- To oversee the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Identification and development of new business ideas and also strategic partnerships.
- Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
- Lead, develop and inspire team with regards to day-to-day operations and future departmental development.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Effective leadership and management skills and proven track record in staff management.

Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives

External contacts

Other parties involved in contract negotiation - lawyers, etc.

Typical experience

Tertiary qualifications along with 10+ years commercial experience, of which some time has been spent in strategic business partnering.

Other comments

Position Description

Position title: Strategic Commercial Manager Size B
Position code: Aon.ACE.30004.6-B
Career level: 6

Responsible for

Leading a team of commercial managers to provide cost and pricing information for tenders and is also responsible for commercial management, contracts, commercial strategy, finance and compliance. Able to identify operational efficiencies and assist with new commercial opportunities through effective interpretation and analysis of management reporting.

Report to

Chief Executive/Managing Director.

Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

Main activities

- Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
- Controlling new product development and creating effective pricing strategies for key product lines.
- To oversee the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Identification and development of new business ideas and also strategic partnerships.
- Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
- Lead, develop and inspire team with regards to day-to-day operations and future departmental development.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Effective leadership and management skills and proven track record in staff management.

Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives

External contacts

Other parties involved in contract negotiation - lawyers, etc.

Typical experience

Tertiary qualifications along with 10+ years commercial experience, of which some time has been spent in strategic business partnering.

Other comments

Position Description

Position title: Strategic Commercial Manager Size C
Position code: Aon.ACE.30004.6-C
Career level: 6

Responsible for

Leading a team of commercial managers to provide cost and pricing information for tenders and is also responsible for commercial management, contracts, commercial strategy, finance and compliance. Able to identify operational efficiencies and assist with new commercial opportunities through effective interpretation and analysis of management reporting.

Report to

Chief Executive/Managing Director.

Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

Main activities

- Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
- Controlling new product development and creating effective pricing strategies for key product lines.
- To oversee the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Identification and development of new business ideas and also strategic partnerships.
- Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
- Lead, develop and inspire team with regards to day-to-day operations and future departmental development.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Effective leadership and management skills and proven track record in staff management.

Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives

External contacts

Other parties involved in contract negotiation - lawyers, etc.

Typical experience

Tertiary qualifications along with 10+ years commercial experience, of which some time has been spent in strategic business partnering.

Other comments

Position Description

Position title: Project Director
Position code: Aon.ACE.85056.6
Career level: 6

Responsible for

High level project reporting and project communication across all business sectors for major projects. As a leader of major projects the Projects Director will be responsible for developing and maintaining the overall relationship with the client and co-ordinating the Project Management phase of multiple projects at any given time.

Report to

General Manager

Supervises

Project Managers

Main activities

- Effective management of major complex multidisciplinary projects and management of concept development, project planning and design.
- Facilitate the design, development, communication, implementation and stewardship of client management strategies for major projects under your care.
- Relationship building and putting business development plans in place
- Attend tender interviews to secure projects and understand client requirements.
- Provide technical leadership, job management and job directorship for major projects.
- Facilitate the flow of information from client to delivery team and back ensuring all stakeholders are informed and expectations managed throughout the project.
- Prepare reports on project progress and quality management throughout the project, ensuring any issues are resolved promptly.
- Control project expenditure including approving and processing invoice payments within the limit of authority.
- Managing relationship with key clients by meeting their expectations and objectives.
- Managing project financials and technical risks on behalf of the company.

Key skills

- Excellent written and verbal communication skills, including the ability to present to senior levels
- Strong organisational and planning skills
- Ability to influence at all levels
- Highly developed analysis skills
- Thorough understanding of construction
- Ability to understand sales processes
- Leadership and team building skills through coaching
- Strong team player
- Lateral thinker/problem solver

Internal contacts

Management, Estimating Manager, Project Teams

External contacts

Operations Manager, Estimating Manager, Office Manager, Project Teams

Typical experience

Minimum 10 years Senior Project Management experience.

Relevant tertiary qualifications – Bachelor of Construction Management & Economics, Bachelor of Architecture, Bachelor of Business or equivalent



Other comments

Position Description

Position title: Project Director Size A
Position code: Aon.ACE.85056.6-A
Career level: 6

Responsible for

High level project reporting and project communication across all business sectors for major projects. As a leader of major projects the Projects Director will be responsible for developing and maintaining the overall relationship with the client and co-ordinating the Project Management phase of multiple projects at any given time.

Report to

General Manager

Supervises

Project Managers

Main activities

- Effective management of major complex multidisciplinary projects and management of concept development, project planning and design.
- Facilitate the design, development, communication, implementation and stewardship of client management strategies for major projects under your care.
- Relationship building and putting business development plans in place
- Attend tender interviews to secure projects and understand client requirements.
- Provide technical leadership, job management and job directorship for major projects.
- Facilitate the flow of information from client to delivery team and back ensuring all stakeholders are informed and expectations managed throughout the project.
- Prepare reports on project progress and quality management throughout the project, ensuring any issues are resolved promptly.
- Control project expenditure including approving and processing invoice payments within the limit of authority.
- Managing relationship with key clients by meeting their expectations and objectives.
- Managing project financials and technical risks on behalf of the company.

Key skills

- Excellent written and verbal communication skills, including the ability to present to senior levels
- Strong organisational and planning skills
- Ability to influence at all levels
- Highly developed analysis skills
- Thorough understanding of construction
- Ability to understand sales processes
- Leadership and team building skills through coaching
- Strong team player
- Lateral thinker/problem solver

Internal contacts

Management, Estimating Manager, Project Teams

External contacts

Operations Manager, Estimating Manager, Office Manager, Project Teams

Typical experience

Minimum 10 years Senior Project Management experience.

Relevant tertiary qualifications – Bachelor of Construction Management & Economics, Bachelor of Architecture, Bachelor of Business or equivalent



Other comments

Position Description

Position title: Project Director Size B
Position code: Aon.ACE.85056.6-B
Career level: 6

Responsible for

High level project reporting and project communication across all business sectors for major projects. As a leader of major projects the Projects Director will be responsible for developing and maintaining the overall relationship with the client and co-ordinating the Project Management phase of multiple projects at any given time.

Report to

General Manager

Supervises

Project Managers

Main activities

- Effective management of major complex multidisciplinary projects and management of concept development, project planning and design.
- Facilitate the design, development, communication, implementation and stewardship of client management strategies for major projects under your care.
- Relationship building and putting business development plans in place
- Attend tender interviews to secure projects and understand client requirements.
- Provide technical leadership, job management and job directorship for major projects.
- Facilitate the flow of information from client to delivery team and back ensuring all stakeholders are informed and expectations managed throughout the project.
- Prepare reports on project progress and quality management throughout the project, ensuring any issues are resolved promptly.
- Control project expenditure including approving and processing invoice payments within the limit of authority.
- Managing relationship with key clients by meeting their expectations and objectives.
- Managing project financials and technical risks on behalf of the company.

Key skills

- Excellent written and verbal communication skills, including the ability to present to senior levels
- Strong organisational and planning skills
- Ability to influence at all levels
- Highly developed analysis skills
- Thorough understanding of construction
- Ability to understand sales processes
- Leadership and team building skills through coaching
- Strong team player
- Lateral thinker/problem solver

Internal contacts

Management, Estimating Manager, Project Teams

External contacts

Operations Manager, Estimating Manager, Office Manager, Project Teams

Typical experience

Minimum 10 years Senior Project Management experience.

Relevant tertiary qualifications – Bachelor of Construction Management & Economics, Bachelor of Architecture, Bachelor of Business or equivalent



Other comments

Position Description

Position title: Project Director Size C
Position code: Aon.ACE.85056.6-C
Career level: 6

Responsible for

High level project reporting and project communication across all business sectors for major projects. As a leader of major projects the Projects Director will be responsible for developing and maintaining the overall relationship with the client and co-ordinating the Project Management phase of multiple projects at any given time.

Report to

General Manager

Supervises

Project Managers

Main activities

- Effective management of major complex multidisciplinary projects and management of concept development, project planning and design.
- Facilitate the design, development, communication, implementation and stewardship of client management strategies for major projects under your care.
- Relationship building and putting business development plans in place
- Attend tender interviews to secure projects and understand client requirements.
- Provide technical leadership, job management and job directorship for major projects.
- Facilitate the flow of information from client to delivery team and back ensuring all stakeholders are informed and expectations managed throughout the project.
- Prepare reports on project progress and quality management throughout the project, ensuring any issues are resolved promptly.
- Control project expenditure including approving and processing invoice payments within the limit of authority.
- Managing relationship with key clients by meeting their expectations and objectives.
- Managing project financials and technical risks on behalf of the company.

Key skills

- Excellent written and verbal communication skills, including the ability to present to senior levels
- Strong organisational and planning skills
- Ability to influence at all levels
- Highly developed analysis skills
- Thorough understanding of construction
- Ability to understand sales processes
- Leadership and team building skills through coaching
- Strong team player
- Lateral thinker/problem solver

Internal contacts

Management, Estimating Manager, Project Teams

External contacts

Operations Manager, Estimating Manager, Office Manager, Project Teams

Typical experience

Minimum 10 years Senior Project Management experience.

Relevant tertiary qualifications – Bachelor of Construction Management & Economics, Bachelor of Architecture, Bachelor of Business or equivalent



Consult Australia - Executive roles included Survey

Other comments

Position Description

Position title: Operations Manager
Position code: Aon.ACE.80556.5
Career level: 5

Responsible for

Managing, monitoring and continually improving all Corporate operational processes and guaranteeing a high level of customer service. Ensuring the strategic, financial and operational success of the business line.

Report to

Chief Operating Officer/Chief Financial Officer/General Manager.

Supervises

Staff working within the operational functions of the organisation.

Main activities

- Directing the development, implementation and ongoing enhancement of organisational processes.
- Contributing to the overall business direction and strategy by recommending improvements to customer service.
- Identifying new business opportunities and directing the business line operations to achieve revenue and profit targets.
- Ensuring appropriate strategies are in place to achieve effective delivery and marketing of the business line.
- Preparing and analysing operational and management reports monitoring the effective delivery of organisational KPI's.
- Reviewing financial statements, sales and activity reports and other performance data to measure productivity.
Determining areas needing cost reduction and process improvement.
- Managing the day to day running of the operations team.
- Building relationships between the operations and support divisions and ensuring business units receive adequate operational support.
- Ensuring that all customer enquiries are resolved in a timeframe that meets established service level agreements.
- Building and maintaining effective working relationships with internal and external clients.

Key skills

- Excellent written and oral communication skills.
- Excellent customer service skills.
- Strong negotiation skills.
- Ability to develop and implement a system, process or procedure for effective utilisation of resources.

Internal contacts

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Operations team, Corporate Support Functions.

External contacts

Suppliers, Clients/Customers.

Typical experience

7 - 10 years operations experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Operations Manager Size A
Position code: Aon.ACE.80556.5-A
Career level: 5

Responsible for

Managing, monitoring and continually improving all Corporate operational processes and guaranteeing a high level of customer service. Ensuring the strategic, financial and operational success of the business line.

Report to

Chief Operating Officer/Chief Financial Officer/General Manager.

Supervises

Staff working within the operational functions of the organisation.

Main activities

- Directing the development, implementation and ongoing enhancement of organisational processes.
- Contributing to the overall business direction and strategy by recommending improvements to customer service.
- Identifying new business opportunities and directing the business line operations to achieve revenue and profit targets.
- Ensuring appropriate strategies are in place to achieve effective delivery and marketing of the business line.
- Preparing and analysing operational and management reports monitoring the effective delivery of organisational KPI's.
- Reviewing financial statements, sales and activity reports and other performance data to measure productivity.
Determining areas needing cost reduction and process improvement.
- Managing the day to day running of the operations team.
- Building relationships between the operations and support divisions and ensuring business units receive adequate operational support.
- Ensuring that all customer enquiries are resolved in a timeframe that meets established service level agreements.
- Building and maintaining effective working relationships with internal and external clients.

Key skills

- Excellent written and oral communication skills.
- Excellent customer service skills.
- Strong negotiation skills.
- Ability to develop and implement a system, process or procedure for effective utilisation of resources.

Internal contacts

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Operations team, Corporate Support Functions.

External contacts

Suppliers, Clients/Customers.

Typical experience

7 - 10 years operations experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Operations Manager Size B
Position code: Aon.ACE.80556.5-B
Career level: 5

Responsible for

Managing, monitoring and continually improving all Corporate operational processes and guaranteeing a high level of customer service. Ensuring the strategic, financial and operational success of the business line.

Report to

Chief Operating Officer/Chief Financial Officer/General Manager.

Supervises

Staff working within the operational functions of the organisation.

Main activities

- Directing the development, implementation and ongoing enhancement of organisational processes.
- Contributing to the overall business direction and strategy by recommending improvements to customer service.
- Identifying new business opportunities and directing the business line operations to achieve revenue and profit targets.
- Ensuring appropriate strategies are in place to achieve effective delivery and marketing of the business line.
- Preparing and analysing operational and management reports monitoring the effective delivery of organisational KPI's.
- Reviewing financial statements, sales and activity reports and other performance data to measure productivity.
Determining areas needing cost reduction and process improvement.
- Managing the day to day running of the operations team.
- Building relationships between the operations and support divisions and ensuring business units receive adequate operational support.
- Ensuring that all customer enquiries are resolved in a timeframe that meets established service level agreements.
- Building and maintaining effective working relationships with internal and external clients.

Key skills

- Excellent written and oral communication skills.
- Excellent customer service skills.
- Strong negotiation skills.
- Ability to develop and implement a system, process or procedure for effective utilisation of resources.

Internal contacts

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Operations team, Corporate Support Functions.

External contacts

Suppliers, Clients/Customers.

Typical experience

7 - 10 years operations experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Operations Manager Size C
Position code: Aon.ACE.80556.5-C
Career level: 5

Responsible for

Managing, monitoring and continually improving all Corporate operational processes and guaranteeing a high level of customer service. Ensuring the strategic, financial and operational success of the business line.

Report to

Chief Operating Officer/Chief Financial Officer/General Manager.

Supervises

Staff working within the operational functions of the organisation.

Main activities

- Directing the development, implementation and ongoing enhancement of organisational processes.
- Contributing to the overall business direction and strategy by recommending improvements to customer service.
- Identifying new business opportunities and directing the business line operations to achieve revenue and profit targets.
- Ensuring appropriate strategies are in place to achieve effective delivery and marketing of the business line.
- Preparing and analysing operational and management reports monitoring the effective delivery of organisational KPI's.
- Reviewing financial statements, sales and activity reports and other performance data to measure productivity.
Determining areas needing cost reduction and process improvement.
- Managing the day to day running of the operations team.
- Building relationships between the operations and support divisions and ensuring business units receive adequate operational support.
- Ensuring that all customer enquiries are resolved in a timeframe that meets established service level agreements.
- Building and maintaining effective working relationships with internal and external clients.

Key skills

- Excellent written and oral communication skills.
- Excellent customer service skills.
- Strong negotiation skills.
- Ability to develop and implement a system, process or procedure for effective utilisation of resources.

Internal contacts

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Operations team, Corporate Support Functions.

External contacts

Suppliers, Clients/Customers.

Typical experience

7 - 10 years operations experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Principal - Architecture
Position code: Aon.ARC.87100.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Landscape
Position code: Aon.ARC.87102.6
Career level: 6

Responsible for

Managing a variety of divergent activities (within a discipline) under policy control.

Report to

Discipline Leader, Regional Manager.

Supervises

Senior Associates, Associates, Senior Architects and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Maintaining and fostering relationships with clients.
- Creating, investigating new markets and achieving market penetration.
- Assisting in the development of the discipline business plan, including profitability, and managing the work financially, technically and contractually to ensure that the direction of the discipline falls within company policies and procedures.
- Managing and training staff including selection and remuneration.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Architects at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience coupled with an appropriate tertiary qualification and eligibility to gain registration to the local Architect's Registration Board or equivalent.

Other comments

This role requires a blend of technical, commercial and consulting skills.

Position Description

Position title: Senior Associate - Landscape
Position code: Aon.ARC.87102.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Architects and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Architects at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to registration with the local Architect's Registration Board or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Landscape
Position code: Aon.ARC.87112.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related architectural responsibilities or acting as an Architectural Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Architects and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Architects at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to registration with the local Architect's Registration Board or equivalent.

Other comments

Position Description

Position title: Senior Architect - Landscape
Position code: Aon.ARC.87102.4
Career level: 4

Responsible for

Planning and conducting Architectural projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Architects, Architects, Graduate Architects. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Architectural principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Architects at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board or equivalent.

Other comments

Position Description

Position title: Experienced Architect - Landscape
Position code: Aon.ARC.87102.3
Career level: 3

Responsible for

Planning and conducting engineering projects of reasonable complexity.

Report to

Senior Architect or above.

Supervises

Small work teams of Architects and Graduate Architects.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Architectural principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Architects at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Architects or full specialisation.

Position Description

Position title: Graduate Architect (3-4 years) - Landscape
Position code: Aon.ARC.87102.2
Career level: 2

Responsible for

Undertaking varied Architectural tasks of limited scope and complexity under the direction and guidance of more senior Architects.

Report to

Experienced Architect or above.

Supervises

No supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Architectural methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Architectural principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Architects at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board.

Other comments

This is typically regarded as a fully qualified Professional Architect level.

Position Description

Position title: Graduate Architect (2-3 years) - Landscape
Position code: Aon.ARC.87112.2
Career level: 2

Responsible for

Undertaking varied Architectural tasks of limited scope and complexity under the direction and guidance of more senior Architects.

Report to

Experienced Architect or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Architectural methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Architectural principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Architects at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board.

Other comments

This is typically regarded as a fully qualified Professional Architect level.

Position Description

Position title: Graduate Architect (1-2 years) - Landscape
Position code: Aon.ARC.87122.2
Career level: 2

Responsible for

Undertaking Architectural tasks of limited scope and complexity under close supervision.

Report to

Architects or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Architectural methods and techniques in solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Architectural principles to analyse and interpret information.

Internal contacts

Architects at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Architecture.

Other comments

Position Description

Position title: Graduate Architect (Entry Level <1 year) - Landscape
Position code: Aon.ARC.87102.1
Career level: 1

Responsible for

Undertaking Architectural tasks of limited scope and complexity under close supervision.

Report to

Architects or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Architectural methods and techniques in solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Architectural principles to analyse and interpret information.

Internal contacts

Architects at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Architecture.

Other comments

Position Description

Position title: Principal - Building
Position code: Aon.ARC.87101.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Building
Position code: Aon.ARC.87101.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Architects and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Architects at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to registration with the local Architect's Registration Board or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Building
Position code: Aon.ARC.87111.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related architectural responsibilities or acting as an Architectural Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Architects and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Architects at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to registration with the local Architect's Registration Board or equivalent.

Other comments

Position Description

Position title: Senior Architect - Building
Position code: Aon.ARC.87101.4
Career level: 4

Responsible for

Planning and conducting Architectural projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Architects, Architects, Graduate Architects. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Architectural principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Architects at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board or equivalent.

Other comments

Position Description

Position title: Experienced Architect - Building
Position code: Aon.ARC.87101.3
Career level: 3

Responsible for

Planning and conducting engineering projects of reasonable complexity.

Report to

Senior Architect or above.

Supervises

Small work teams of Architects and Graduate Architects.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Architectural principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Architects at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Architects or full specialisation.

Position Description

Position title: Graduate Architect (3-4 years) - Building
Position code: Aon.ARC.87101.2
Career level: 2

Responsible for

Undertaking varied Architectural tasks of limited scope and complexity under the direction and guidance of more senior Architects.

Report to

Experienced Architect or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Architectural methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Architectural principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Architects at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board

Other comments

This is typically regarded as a fully qualified Professional Architect level.

Position Description

Position title: Graduate Architect (2-3 years) - Building
Position code: Aon.ARC.87111.2
Career level: 2

Responsible for

Undertaking varied Architectural tasks of limited scope and complexity under the direction and guidance of more senior Architects.

Report to

Experienced Architect or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Architectural methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Architectural principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Architects at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board.

Other comments

This is typically regarded as a fully qualified Professional Architect level.

Position Description

Position title: Graduate Architect (1-2 years) - Building
Position code: Aon.ARC.87121.2
Career level: 2

Responsible for

Undertaking Architectural tasks of limited scope and complexity under close supervision.

Report to

Architects or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Architectural methods and techniques in solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Architectural principles to analyse and interpret information.

Internal contacts

Architects at all levels.

External contacts

No external contacts.

Typical experience

Up to 1 year of relevant professional experience coupled with a Degree in Architecture.

Other comments

Position Description

Position title: Graduate Architect (Entry Level <1 year) - Building
Position code: Aon.ARC.87101.1
Career level: 1

Responsible for

Undertaking Architectural tasks of limited scope and complexity under close supervision.

Report to

Architects or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Architectural methods and techniques in solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Architectural principles to analyse and interpret information.

Internal contacts

Architects at all levels.

External contacts

No external contacts.

Typical experience

Up to 1 year of relevant professional experience coupled with a Degree in Architecture.

Other comments

Position Description

Position title: Principal - Combined
Position code: Aon.ARC.87190.6
Career level: 6

Responsible for

Managing a variety of divergent activities (within a discipline) under policy control.

Report to

Discipline Leader, Regional Manager.

Supervises

Senior Associates, Associates, Senior Architects and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Maintaining and fostering relationships with clients.
- Creating, investigating new markets and achieving market penetration.
- Assisting in the development of the discipline business plan, including profitability, and managing the work financially, technically and contractually to ensure that the direction of the discipline falls within company policies and procedures.
- Managing and training staff including selection and remuneration.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Architects at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience coupled with an appropriate tertiary qualification and eligibility to gain registration to the local Architect's Registration Board or equivalent.

Other comments

This role requires a blend of technical, commercial and consulting skills.

Position Description

Position title: Senior Associate - Combined
Position code: Aon.ARC.87191.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Architects and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Architects at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to registration with the local Architect's Registration Board or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Combined
Position code: Aon.ARC.87192.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related architectural responsibilities or acting as an Architectural Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Architects and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Architects at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to registration with the local Architect's Registration Board or equivalent.

Other comments

Position Description

Position title: Senior Architect - Combined
Position code: Aon.ARC.87193.4
Career level: 4

Responsible for

Planning and conducting Architectural projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Architects, Architects, Graduate Architects. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Architectural principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Architects at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board or equivalent.

Other comments

Position Description

Position title: Experienced Architect - Combined
Position code: Aon.ARC.87194.3
Career level: 3

Responsible for

Planning and conducting engineering projects of reasonable complexity.

Report to

Senior Architect or above.

Supervises

Small work teams of Architects and Graduate Architects.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Architectural principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Architects at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Architects or full specialisation.

Position Description

Position title: Graduate Architect (3-4 years) - Combined
Position code: Aon.ARC.87195.2
Career level: 2

Responsible for

Undertaking varied Architectural tasks of limited scope and complexity under the direction and guidance of more senior Architects.

Report to

Experienced Architect or above.

Supervises

No supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Architectural methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Architectural principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Architects at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board.

Other comments

This is typically regarded as a fully qualified Professional Architect level.

Position Description

Position title: Graduate Architect (2-3 years) - Combined
Position code: Aon.ARC.87196.2
Career level: 2

Responsible for

Undertaking varied Architectural tasks of limited scope and complexity under the direction and guidance of more senior Architects.

Report to

Experienced Architect or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Architectural methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Architectural principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Architects at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Architecture, leading to registration with the local Architect's Registration Board.

Other comments

This is typically regarded as a fully qualified Professional Architect level.

Position Description

Position title: Graduate Architect (1-2 years) - Combined
Position code: Aon.ARC.87197.2
Career level: 2

Responsible for

Undertaking Architectural tasks of limited scope and complexity under close supervision.

Report to

Architects or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Architectural methods and techniques in solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Architectural principles to analyse and interpret information.

Internal contacts

Architects at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Architecture.

Other comments

Position Description

Position title: Graduate Architect (Entry Level <1 year) - Combined
Position code: Aon.ARC.87198.1
Career level: 1

Responsible for

Undertaking Architectural tasks of limited scope and complexity under close supervision.

Report to

Architects or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Architectural methods and techniques in solving problems.
- Assisting more senior Architects with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Architectural principles to analyse and interpret information.

Internal contacts

Architects at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Architecture.

Other comments

Position Description

Position title: Drafting Manager
Position code: Aon.DFT.87801.5
Career level: 5

Responsible for

Managing a variety of individuals/teams under policy control including fee, revenue and profit generation.

Report to

Regional/Technical Director

Supervises

Drafters at all levels, Support Staff.

Main activities

- Assuming overall responsibility for the management of projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Mentoring and counselling drafting staff to enhance their professional development.
- Maintaining and developing client relationships.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and engineering knowledge.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Drafters at all levels, Senior Management.

External contacts

Customers

Typical experience

10+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Drafter - Architecture
Position code: Aon.DFT.87800.4
Career level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading, managing and training staff.
- Applying a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Drafter - Architecture
Position code: Aon.DFT.87800.3
Career level: 3

Responsible for

Undertaking varied and detailed drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading and managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Drafter - Architecture
Position code: Aon.DFT.87800.2
Career level: 2

Responsible for

Undertaking detailed Drafting tasks of limited scope and complexity under the direction and guidance of more senior Drafters.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Using a combination of standard and modified drafting methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Developing skills on the application of Computer Aided Drafting (CAD).

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use theoretical knowledge of Drafting principles to analyse and interpret information.
- Customer focus.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 1 year of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 3 - 5 years of relevant professional experience.

Other comments

Position Description

Position title: Cadet Drafter - Architecture
Position code: Aon.DFT.87800.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 4 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Position Description

Position title: Senior Drafter - Civil
Position code: Aon.DFT.87802.4
Career level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading, managing and training staff.
- Applying a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Drafter - Civil
Position code: Aon.DFT.87802.3
Career level: 3

Responsible for

Undertaking varied and detailed Drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading/managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Drafter - Civil
Position code: Aon.DFT.87802.2
Career level: 2

Responsible for

Undertaking detailed Drafting tasks of limited scope and complexity under the direction and guidance of more senior Drafters.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Using a combination of standard and modified Drafting methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Developing skills on the application of Computer Aided Drafting (CAD).

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use theoretical knowledge of Drafting principles to analyse and interpret information.
- Customer focus.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 1 year of relevant professional experience and a tertiary qualification in Drafting or Engineering or 3 - 5 years of relevant professional experience.

Other comments

Position Description

Position title: Cadet Drafter - Civil (3-4 years)
Position code: Aon.DFT.87802.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 4 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Match Cadet Drafters - Civil in their third and fourth years to this position.

Position Description

Position title: Cadet Drafter - Civil (1-2 years)
Position code: Aon.DFT.87812.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 2 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Match Cadet Drafters - Civil in their first and second years to this position.

Position Description

Position title: Senior Drafter - Electrical
Position code: Aon.DFT.87803.4
Career level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading/managing/training staff.
- Maintaining a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Developing a high level of Computer Aided Drawing (CAD) expertise and engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Drafter - Electrical
Position code: Aon.DFT.87803.3
Career level: 3

Responsible for

Undertaking varied and detailed Drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading and managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Drafter - Electrical
Position code: Aon.DFT.87803.2
Career level: 2

Responsible for

Undertaking detailed Drafting tasks of limited scope and complexity under the direction and guidance of more senior Drafters.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Using a combination of standard and modified Drafting methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Developing skills on the application of Computer Aided Drafting (CAD).

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use theoretical knowledge of Drafting principles to analyse and interpret information.
- Customer focus.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 1 year of relevant professional experience and a tertiary qualification in Drafting or Engineering or 3 - 5 years of relevant professional experience.

Other comments

Position Description

Position title: Cadet Drafter - Electrical
Position code: Aon.DFT.87803.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 4 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Position Description

Position title: Senior Drafter - Mechanical
Position code: Aon.DFT.87804.4
Career level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading, managing and training staff.
- Applying a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and Engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Drafter - Mechanical
Position code: Aon.DFT.87804.3
Career level: 3

Responsible for

Undertaking varied and detailed Drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading/managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Drafter - Mechanical
Position code: Aon.DFT.87804.2
Career level: 2

Responsible for

Undertaking detailed Drafting tasks of limited scope and complexity under the direction and guidance of more senior Drafters.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Using a combination of standard and modified Drafting methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Developing skills on the application of Computer Aided Drafting (CAD).

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use theoretical knowledge of Drafting principles to analyse and interpret information.
- Customer focus.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 1 year of relevant professional experience and a tertiary qualification in Drafting or Engineering or 3 - 5 years of relevant professional experience.

Other comments

Position Description

Position title: Cadet Drafter - Mechanical
Position code: Aon.DFT.87804.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 4 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Position Description

Position title: Senior Drafter - Planning & Environment
Position code: Aon.DFT.87805.4
Career level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading, managing and training staff.
- Applying a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Drafter - Planning & Environment
Position code: Aon.DFT.87805.3
Career level: 3

Responsible for

Undertaking varied and detailed Drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading and managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Drafter - Planning & Environment
Position code: Aon.DFT.87805.2
Career level: 2

Responsible for

Undertaking detailed Drafting tasks of limited scope and complexity under the direction and guidance of more senior Drafters.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Using a combination of standard and modified Drafting methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Developing skills on the application of Computer Aided Drafting (CAD).

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use theoretical knowledge of Drafting principles to analyse and interpret information.
- Customer focus.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 1 year of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 3 - 5 years of relevant professional experience.

Other comments

Position Description

Position title: Cadet Drafter - Planning Environment
Position code: Aon.DFT.87805.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 4 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Position Description

Position title: Senior Drafter - Project Management
Position code: Aon.DFT.87806.4
Career level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading, managing and training staff.
- Applying a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and Engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Drafter - Project Management
Position code: Aon.DFT.87806.3
Career level: 3

Responsible for

Undertaking varied and detailed Drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading and managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Drafter - Project Management
Position code: Aon.DFT.87806.2
Career level: 2

Responsible for

Undertaking detailed Drafting tasks of limited scope and complexity under the direction and guidance of more senior Drafters.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Using a combination of standard and modified Drafting methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Developing skills on the application of Computer Aided Drafting (CAD).

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use theoretical knowledge of Drafting principles to analyse and interpret information.
- Customer focus.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 1 year of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 3 - 5 years of relevant professional experience.

Other comments

Position Description

Position title: Cadet Drafter - Project Management
Position code: Aon.DFT.87806.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 4 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Position Description

Position title: Senior Drafter - Structural
Position code: Aon.DFT.87807.4
Career level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading, managing and training staff.
- Applying a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and Engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Drafter - Structural
Position code: Aon.DFT.87807.3
Career level: 3

Responsible for

Undertaking varied and detailed Drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading and managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Drafter - Structural
Position code: Aon.DFT.87807.2
Career level: 2

Responsible for

Undertaking detailed Drafting tasks of limited scope and complexity under the direction and guidance of more senior Drafters.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Using a combination of standard and modified Drafting methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Developing skills on the application of Computer Aided Drafting (CAD).

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use theoretical knowledge of Drafting principles to analyse and interpret information.
- Customer focus.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 1 year of relevant professional experience coupled with a tertiary qualification in Drafting or Engineering or 3 - 5 years of relevant professional experience.

Other comments

Position Description

Position title: Cadet Drafter - Structural (3-4 years)
Position code: Aon.DFT.87807.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 4 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Match Cadet Drafters - Structural in their third and fourth years to this position.

Position Description

Position title: Cadet Drafter - Structural (1-2 years)
Position code: Aon.DFT.87817.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 2 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Match Cadet Drafters - Structural in their first and second years to this position.

Position Description

Position title: Senior Drafter - Surveying
Position code: Aon.DFT.87809.4
Career level: 4

Responsible for

Undertaking complex Drafting tasks in order to meet client requirements and managing a team of Drafters.

Report to

Associate or above.

Supervises

Experienced Drafters, Drafters, Cadet Drafters. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting conceptual and detailed design in order to prepare technical documentation.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Leading, managing and training staff.
- Applying a deeper understanding of Drafting principles to devise and deliver practical and economical solutions to problems.
- Maintaining a high level of Computer Aided Drawing (CAD) expertise and Engineering knowledge.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Drafters at all level, Office Staff.

External contacts

Customers.

Typical experience

Up to 6 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 8 - 10 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Drafter - Surveying
Position code: Aon.DFT.87809.3
Career level: 3

Responsible for

Undertaking varied and detailed Drafting tasks of reasonable scope and complexity to meet client requirements.

Report to

Senior Drafter or above.

Supervises

Small groups of Cadet Drafters and Drafters.

Main activities

- Producing drawings to meet client requirements within given timeframes.
- Applying a deeper understanding of Drafting principles to devise and deliver new approaches in order to solve more complex problems.
- Leading and managing small groups of Cadet Drafters and Drafters.
- Developing skills on the application of Computer Aided Drafting (CAD).
- Planning and managing resources of small projects or parts of larger projects.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to lead and manage a small team.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 3 years of relevant professional experience and a tertiary qualification in Drafting or Engineering or 6 - 7 years of relevant professional experience.

Other comments

Position Description

Position title: Drafter - Surveying
Position code: Aon.DFT.87809.2
Career level: 2

Responsible for

Undertaking detailed Drafting tasks of limited scope and complexity under the direction and guidance of more Senior Drafters.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Using a combination of standard and modified Drafting methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Developing skills on the application of Computer Aided Drafting (CAD).

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use theoretical knowledge of Drafting principles to analyse and interpret information.
- Customer focus.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Customers.

Typical experience

Up to 1 year of relevant professional experience and a tertiary qualification in Drafting or Engineering or 3 - 5 years of relevant professional experience.

Other comments

Position Description

Position title: Cadet Drafter - Surveying
Position code: Aon.DFT.87809.1
Career level: 1

Responsible for

Undertaking Drafting tasks of limited scope and complexity under close supervision.

Report to

Experienced Drafter or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of schematic and production drawings.
- Performing general office duties.
- Assisting more senior Drafters with the analysis of tasks and problems.
- Developing basic skills on the application of Computer Aided Drafting (CAD).
- Using a variety of basic Drafting methods and techniques in solving problems.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Drafting principles to analyse and interpret information.

Internal contacts

Drafters at all levels, Office Staff.

External contacts

Typical experience

Up to 4 years of relevant professional experience and HSC with passes in Mathematics and Physics.

Other comments

Position Description

Position title: Principal Modeller - Transport
Position code: Aon.DFT.87808.4
Career level: 4

Responsible for

Leading, managing and overseeing all modelling projects, providing high quality, specialist technical advice to clients and colleagues, and developing new business opportunities with existing and prospective clients.

Report to

Group Manager - Transport; Transport Executive

Supervises

May provide technical guidance and business development leadership for modellers and senior modellers.

Main activities

- Manage projects to ensure that professional work is completed to a high technical standard and within agreed budgets and timeframes.
- Working with the client to understand the problem to be solved and anticipate the best possible approach to workable outcomes
- Providing high quality specialist technical input into transport projects, including innovative direction on how to obtain excellent results in project delivery and client satisfaction.
- Develop, improve and implement review mechanisms to capture and execute improvements to the quality of work produced.
- Assist with the recruitment, retention and development of more junior modellers to improve modelling capacity of the team.
- Assist in developing and implementing strategies to obtain marketing leads, and build relationships with potential and current clients, to achieve sales targets in the transport section.
- Manage and provide input to proposals, and develop bidding strategies and proposal reviews for transport projects.
- May work with government policy makers regarding non-transport outcomes such as air quality, noise and vibration.

Key skills

- Expert knowledge and understanding of transport planning theory, techniques and outputs.
- Thorough knowledge of and fluency in the latest methods and software applications for regional transport and traffic modelling projects such as SATURN, EMME/2, TRIPS and CUBE.
- Ability to interpret and apply statistical tests for significance and accuracy.
- Ability to produce task descriptions which will produce the desired outcome on budget and in time frame.
- Strong consultative skills.
- Business development and/or marketing skills.
- Creative and analytical mind and thorough and methodical approach to problem solving.
- Confidence and proven ability to prepare and present reports to clients, consultative committees and public forums.
- Excellent communication skills, both written and verbal, with the ability to explain technical concepts to a non-technical audience.

Internal contacts

Modellers, infrastructure engineers, business analysts and planners at all levels, non-technical support staff, executives and group managers.

External contacts

Clients, government employees.

Typical experience

May have a degree in Engineering, Science, Town Planning or equivalent, or an Associate Diploma of Engineering coupled with 10+ years experience in transport planning and modelling. May also have, or be working towards, post-graduate qualifications (MSc or Doctorates) in transportation planning, mathematics or similar.



Consult Australia - Executive roles included Survey

Other comments

Position Description

Position title: Senior Modeller - Transport
Position code: Aon.DFT.87808.3
Career level: 3

Responsible for

Producing, preparing and presenting transport models and interpreting the results to provide high quality, specialist technical advice to clients and colleagues, and developing transport management solutions to meet client needs.

Report to

Principal Modeller - Transport or above

Supervises

Nil, but may provide technical guidance and leadership for less experienced modellers.

Main activities

- Working with the client to understand the problem to be solved and determining the appropriate modelling package to use.
- Engaging competent modellers to assist with the development of the model.
- Determining the technical components of all aspects of the model, including trip generation, distribution, and modal choice.
- Ensure that model calibration and validation is sufficiently accurate for the purposes of the model.
- Determine forecasts and other testing to meet the scenarios that the client wishes to examine.
- Interpret and present the outcomes of the forecasts for the client.
- Liaise with clients for project work and business development opportunities and assist in preparation of project proposals where appropriate.
- Assist with management of project resources.
- Work with the transport sector leader and managers to plan for future enhancements to modelling requirements.

Key skills

- Thorough knowledge and understanding of transport planning theory and techniques.
- Thorough knowledge of and fluency in the latest methods and software applications for transport and traffic modelling projects such as SATURN, EMME/2, TRIPS and CUBE.
- Ability to prepare and present reports on modelling approaches and outcomes to clients, consultative committees and public forums.
- Sufficient communication skills, both written and verbal, to explain technical concepts to a non-technical audience.
- Consultative skills.
- Creative and analytical mind and thorough and methodical approach to problem solving.

Internal contacts

Modellers, infrastructure engineers, business analysts and planners at all levels, non-technical support staff.

External contacts

Clients.

Typical experience

Degree in Engineering, Science, Town Planning or equivalent, coupled with 5-10 years experience in transport planning, modelling, transport impact assessments. May also have an Associate Diploma of Engineering or similar coupled with relevant experience. May also have, or be working towards, post-graduate qualifications (MSc or Doctorates) in transportation planning, mathematics or similar.

Other comments

Position Description

Position title: Modeller - Transport
Position code: Aon.DFT.87808.2
Career level: 2

Responsible for

Producing, preparing, testing and presenting transport models in accordance with the client problem requirements.

Report to

Senior Modeller - Transport or above

Supervises

Nil - may act as a mentor for less experienced modellers.

Main activities

- Working with internal or external clients to understand the problem to be solved and determining the appropriate modelling package to use.
- Determining the technical components of all aspects of the model, including trip generation, distribution, and modal choice.
- Ensure that the calibration and validation is sufficiently accurate for the purposes of the task.
- Determine forecasts and carry out other testing to meet the scenarios that the client wishes to examine.
- Interpret and present the outcomes of the testing for the modelling team or client.

Key skills

- Working knowledge and understanding of transport modelling theory and techniques.
- Knowledge of and fluency in the latest methods and software applications for transport and traffic modelling projects such as SATURN, EMME/2, TRIPS and CUBE.
- Ability to prepare and present reports to clients, consultative committees and public forums.
- Good communication skills, both written and verbal, with the ability to explain technical concepts to a non-technical audience.
- Consultative skills.
- Creative and analytical mind and thorough and methodical approach to problem solving.
- Knowledge of quantitative analysis and data handling

Internal contacts

Modellers and planners at all levels, non-technical support staff.

External contacts

Clients.

Typical experience

Degree in Engineering, Science, Town Planning or equivalent, coupled with 2-5 years experience in transport planning, modelling, transport impact assessments. May also have an Associate Diploma of Engineering or similar coupled with relevant experience. May also have, or be working towards, post-graduate qualifications (MSc or Doctorates) in transportation planning, mathematics or similar.

Other comments

Position Description

Position title: Graduate Modeller - Transport
Position code: Aon.DFT.87808.1
Career level: 1

Responsible for

Assisting experienced modellers with producing, preparing, testing and presenting transport models in accordance with the client problem requirements.

Report to

Modeller - Transport or above

Supervises

No supervisory responsibilities.

Main activities

- Assisting with determining the technical components of all aspects of the model, including trip generation, distribution, and modal choice.
- Ensuring that the calibration and validation is sufficiently accurate for the purposes of the model.
- Determine forecasts and carry out other testing to meet the scenarios that the client wishes to examine.
- Assisting with interpreting and presenting the outcomes of the testing for the client.

Key skills

- Some knowledge, understanding and interest in transport modelling theory and techniques.
- Familiarity with the latest methods and software applications for transport and traffic modelling projects such as SATURN, EMME/2, and TRIPS.
- Good communication skills, both written and verbal, with the ability to explain technical concepts to a non-technical audience.
- Creative and analytical mind and thorough and methodical approach to problem solving.

Internal contacts

Modellers and planners at all levels, non-technical support staff.

External contacts

Clients.

Typical experience

Degree in Engineering, Science, Town Planning or equivalent, coupled with up to 2 years experience in transport planning, modelling, transport impact assessments. May also have an Associate Diploma of Engineering or similar coupled with relevant experience. May also be working towards post-graduate qualifications in transportation planning, mathematics or similar.

Other comments

Position Description

Position title: Senior Principal - Chemical
Position code: Aon.ENG.87900.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Chemical
Position code: Aon.ENG.87900.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Chemical
Position code: Aon.ENG.87900.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Chemical
Position code: Aon.ENG.87910.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Chemical
Position code: Aon.ENG.87900.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet clients requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Chemical
Position code: Aon.ENG.87900.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years of relevant professional experience.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Chemical
Position code: Aon.ENG.87900.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Chemical
Position code: Aon.ENG.87910.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Chemical
Position code: Aon.ENG.87920.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Chemical
Position code: Aon.ENG.87900.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Civil
Position code: Aon.ENG.88000.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Geotechnical
Position code: Aon.ENG.88001.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Geotechnical
Position code: Aon.ENG.88001.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Geotechnical
Position code: Aon.ENG.88011.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Geotechnical
Position code: Aon.ENG.88001.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet clients requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Geotechnical
Position code: Aon.ENG.88001.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years of relevant professional experience.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Geotechnical
Position code: Aon.ENG.88001.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Geotechnical
Position code: Aon.ENG.88011.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Geotechnical
Position code: Aon.ENG.88021.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Geotechnical
Position code: Aon.ENG.88001.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Water
Position code: Aon.ENG.88005.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Water
Position code: Aon.ENG.88005.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Water
Position code: Aon.ENG.88015.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Water
Position code: Aon.ENG.88005.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years of relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Water
Position code: Aon.ENG.88005.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years of relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Water
Position code: Aon.ENG.88005.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Senior Professional and above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years of relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Water
Position code: Aon.ENG.88015.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years of relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Water
Position code: Aon.ENG.88025.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Water
Position code: Aon.ENG.88005.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Transport
Position code: Aon.ENG.88004.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Transport
Position code: Aon.ENG.88004.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Transport
Position code: Aon.ENG.88014.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Transport
Position code: Aon.ENG.88004.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Transport
Position code: Aon.ENG.88004.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Transport
Position code: Aon.ENG.88004.2
Career level: 2

Responsible for

Undertaking varied engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years of relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Transport
Position code: Aon.ENG.88014.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years of relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Transport
Position code: Aon.ENG.88024.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Transport
Position code: Aon.ENG.88004.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Traffic
Position code: Aon.ENG.88003.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Traffic
Position code: Aon.ENG.88003.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Traffic
Position code: Aon.ENG.88013.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Traffic
Position code: Aon.ENG.88003.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Traffic
Position code: Aon.ENG.88003.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Traffic
Position code: Aon.ENG.88003.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Traffic
Position code: Aon.ENG.88013.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Traffic
Position code: Aon.ENG.88023.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Traffic
Position code: Aon.ENG.88003.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Other
Position code: Aon.ENG.88002.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Other
Position code: Aon.ENG.88002.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Other
Position code: Aon.ENG.88012.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Other
Position code: Aon.ENG.88002.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Other
Position code: Aon.ENG.88002.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Other
Position code: Aon.ENG.88002.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Other
Position code: Aon.ENG.88012.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Other
Position code: Aon.ENG.88022.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Other
Position code: Aon.ENG.88002.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Combined
Position code: Aon.ENG.88190.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Combined
Position code: Aon.ENG.88191.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Combined
Position code: Aon.ENG.88192.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Combined
Position code: Aon.ENG.88193.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet clients requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Combined
Position code: Aon.ENG.88194.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years of relevant professional experience.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Combined
Position code: Aon.ENG.88195.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Combined
Position code: Aon.ENG.88196.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Combined
Position code: Aon.ENG.88197.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Combined
Position code: Aon.ENG.88198.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Electrical
Position code: Aon.ENG.88101.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Energy
Position code: Aon.ENG.88100.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Energy
Position code: Aon.ENG.88100.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Energy
Position code: Aon.ENG.88110.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Energy
Position code: Aon.ENG.88100.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Energy
Position code: Aon.ENG.88100.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Energy
Position code: Aon.ENG.88100.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Energy
Position code: Aon.ENG.88110.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Energy
Position code: Aon.ENG.88120.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Energy
Position code: Aon.ENG.88100.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Signalling & Communications
Position code: Aon.ENG.88106.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Signalling & Communications
Position code: Aon.ENG.88106.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Signalling & Communications
Position code: Aon.ENG.88116.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Signalling & Communications
Position code: Aon.ENG.88106.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Signalling & Communications
Position code: Aon.ENG.88106.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Signalling & Communications
Position code: Aon.ENG.88106.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Signalling & Communications
Position code: Aon.ENG.88116.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Signalling & Communications
Position code: Aon.ENG.88126.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Signalling & Communications
Position code: Aon.ENG.88106.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Power & Lighting
Position code: Aon.ENG.88104.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Power & Lighting
Position code: Aon.ENG.88104.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Power & Lighting
Position code: Aon.ENG.88114.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Power & Lighting
Position code: Aon.ENG.88104.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Power & Lighting
Position code: Aon.ENG.88104.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Power & Lighting
Position code: Aon.ENG.88104.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Power & Lighting
Position code: Aon.ENG.88114.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Power & Lighting
Position code: Aon.ENG.88124.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Power & Lighting
Position code: Aon.ENG.88104.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Security
Position code: Aon.ENG.88105.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Security
Position code: Aon.ENG.88105.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Security
Position code: Aon.ENG.88115.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Security
Position code: Aon.ENG.88105.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Security
Position code: Aon.ENG.88105.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Security
Position code: Aon.ENG.88105.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Security
Position code: Aon.ENG.88115.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Security
Position code: Aon.ENG.88125.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Security
Position code: Aon.ENG.88105.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - High Voltage
Position code: Aon.ENG.88102.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - High Voltage
Position code: Aon.ENG.88102.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - High Voltage
Position code: Aon.ENG.88112.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - High Voltage
Position code: Aon.ENG.88102.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - High Voltage
Position code: Aon.ENG.88102.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - High Voltage
Position code: Aon.ENG.88102.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - High Voltage
Position code: Aon.ENG.88112.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - High Voltage
Position code: Aon.ENG.88122.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - High Voltage
Position code: Aon.ENG.88102.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a degree in Engineering.

Other comments

Position Description

Position title: Principal - Other
Position code: Aon.ENG.88103.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Other
Position code: Aon.ENG.88103.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Other
Position code: Aon.ENG.88113.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Other
Position code: Aon.ENG.88103.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Other
Position code: Aon.ENG.88103.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Other
Position code: Aon.ENG.88103.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Other
Position code: Aon.ENG.88113.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Other
Position code: Aon.ENG.88123.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Other
Position code: Aon.ENG.88103.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Combined
Position code: Aon.ENG.88290.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Combined
Position code: Aon.ENG.88291.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Combined
Position code: Aon.ENG.88292.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Combined
Position code: Aon.ENG.88293.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Combined
Position code: Aon.ENG.88294.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Combined
Position code: Aon.ENG.88295.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Combined
Position code: Aon.ENG.88296.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Combined
Position code: Aon.ENG.88297.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Combined
Position code: Aon.ENG.88298.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Environment
Position code: Aon.ENG.88200.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Environment
Position code: Aon.ENG.88200.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Environment
Position code: Aon.ENG.88200.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Environment
Position code: Aon.ENG.88210.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Environment
Position code: Aon.ENG.88200.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Environment
Position code: Aon.ENG.88200.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Environment
Position code: Aon.ENG.88200.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Environment
Position code: Aon.ENG.88210.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Environment
Position code: Aon.ENG.88220.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Environment
Position code: Aon.ENG.88200.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Mechanical
Position code: Aon.ENG.88301.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Fire Protection
Position code: Aon.ENG.88302.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Fire Protection
Position code: Aon.ENG.88302.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Fire Protection
Position code: Aon.ENG.88312.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Fire Protection
Position code: Aon.ENG.88302.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Fire Protection
Position code: Aon.ENG.88302.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Fire Protection
Position code: Aon.ENG.88302.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Fire Protection
Position code: Aon.ENG.88312.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Fire Protection
Position code: Aon.ENG.88322.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Fire Protection
Position code: Aon.ENG.88302.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Heating & Ventilation
Position code: Aon.ENG.88303.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Heating & Ventilation
Position code: Aon.ENG.88303.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Heating & Ventilation
Position code: Aon.ENG.88313.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Heating & Ventilation
Position code: Aon.ENG.88303.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Heating & Ventilation
Position code: Aon.ENG.88303.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Heating & Ventilation
Position code: Aon.ENG.88303.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Heating & Ventilation
Position code: Aon.ENG.88313.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Heating & Ventilation
Position code: Aon.ENG.88323.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Heating & Ventilation
Position code: Aon.ENG.88303.1
Career level: 1

Responsible for

Undertaking engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Power
Position code: Aon.ENG.88306.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Power
Position code: Aon.ENG.88306.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Power
Position code: Aon.ENG.88316.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Power
Position code: Aon.ENG.88306.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Power
Position code: Aon.ENG.88306.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Power
Position code: Aon.ENG.88306.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Power
Position code: Aon.ENG.88316.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Power
Position code: Aon.ENG.88326.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Power
Position code: Aon.ENG.88306.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Hydraulics
Position code: Aon.ENG.88304.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Hydraulics
Position code: Aon.ENG.88304.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Hydraulics
Position code: Aon.ENG.88314.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Hydraulics
Position code: Aon.ENG.88304.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Hydraulics
Position code: Aon.ENG.88304.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Hydraulics
Position code: Aon.ENG.88304.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Hydraulics
Position code: Aon.ENG.88314.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Hydraulics
Position code: Aon.ENG.88324.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Hydraulics
Position code: Aon.ENG.88304.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Acoustics
Position code: Aon.ENG.88300.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Acoustics
Position code: Aon.ENG.88300.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Acoustics
Position code: Aon.ENG.88310.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Acoustics
Position code: Aon.ENG.88300.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Acoustics
Position code: Aon.ENG.88300.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Acoustics
Position code: Aon.ENG.88300.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Acoustics
Position code: Aon.ENG.88310.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Acoustics
Position code: Aon.ENG.88320.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Acoustics
Position code: Aon.ENG.88300.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Other
Position code: Aon.ENG.88305.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Other
Position code: Aon.ENG.88305.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Other
Position code: Aon.ENG.88315.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Other
Position code: Aon.ENG.88305.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Other
Position code: Aon.ENG.88305.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Other
Position code: Aon.ENG.88305.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Other
Position code: Aon.ENG.88315.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Other
Position code: Aon.ENG.88325.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Other
Position code: Aon.ENG.88305.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Combined
Position code: Aon.ENG.88390.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Combined
Position code: Aon.ENG.88391.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Combined
Position code: Aon.ENG.88392.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Combined
Position code: Aon.ENG.88393.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Combined
Position code: Aon.ENG.88394.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Combined
Position code: Aon.ENG.88395.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Combined
Position code: Aon.ENG.88396.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Combined
Position code: Aon.ENG.88397.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Combined
Position code: Aon.ENG.88398.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Mining
Position code: Aon.ENG.88400.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Mining
Position code: Aon.ENG.88400.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Mining
Position code: Aon.ENG.88400.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Mining
Position code: Aon.ENG.88410.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Mining
Position code: Aon.ENG.88400.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Mining
Position code: Aon.ENG.88400.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Mining
Position code: Aon.ENG.88400.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Mining
Position code: Aon.ENG.88410.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Mining
Position code: Aon.ENG.88420.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Mining
Position code: Aon.ENG.88400.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Project Management
Position code: Aon.ENG.88500.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Project Managers / Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Procurement
Position code: Aon.ENG.88502.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Procurement
Position code: Aon.ENG.88502.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Procurement
Position code: Aon.ENG.88512.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Procurement
Position code: Aon.ENG.88502.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Procurement
Position code: Aon.ENG.88502.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Procurement
Position code: Aon.ENG.88502.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Procurement
Position code: Aon.ENG.88512.2
Career level: 2

Responsible for

Undertaking varied Project Management tasks under the direction and guidance of a Project Manager and/or Project Engineer.

Report to

Project Manager, Project Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Project Management methods/techniques in addition to those developed in previous assignments for the purpose of solving problems.
- Preparing proposals and other documentation under supervision.
- Participation in project planning to achieve prescribed objectives.
- Under direct supervision is responsible for aspects of the project over the entire project life (initiate, plan, execute, control, close).
- Must be familiar with system scope and project objectives, and the role and function of each team member to effectively coordinate the activities of the team.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Project Management principals to analyse, interpret and conclude on standard matters of decisions.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Project Management and Engineering principals to analyse, interpret and communicate information.

Internal contacts

Project Managers and Engineers at all levels.

External contacts

Clients and Suppliers

Typical experience

2 - 3 years of relevant professional experience coupled with a Degree in Project Management and / or Engineering, leading to accreditation through PMI or equivalent.

Other comments

Alternate Title : Assistant Project Manager (2 - 3 years). This is typically regarded as a leading to a fully certified Professional Project Management level.

Position Description

Position title: Graduate Engineer (1-2 years) - Procurement
Position code: Aon.ENG.88522.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Procurement
Position code: Aon.ENG.88502.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Associate - Project Controls
Position code: Aon.ENG.88550.5
Career level: 5

Responsible for

Building and developing project controls systems and processes and improve controls around the design and delivery of major projects.

Report to

Project Director and/or General Manager.

Supervises

Senior Project Control Officers.

Main activities

- Responsible for the development of an integrated project delivery framework including but not limited to: risk management; estimating, cost management; schedule (program); as well as procurement.
- Development and implementation of systems, processes and procedures necessary for the successful delivery of project controls and related services to internal and external clients.
- Engagement in business development where appropriate to increase the client base, revenue and market coverage of project controls in Australia.
- Development and training of staff.
- Technical leadership and delivery of Project Controls services.
- Play a key role supporting internal and external business development relating to project controls and related services for the target market segments.

Key skills

- Strong management and technical competencies.
- Manage senior stakeholders.
- Build and maintain client relationships and support the winning of new work.

Internal contacts

Project Controllers, Cost/Project Managers and Engineers at all levels.

External contacts

Customers.

Typical experience

Extensive experience with relevant tertiary qualifications, relevant industry experience and project management credentials.

Other comments

Position Description

Position title: Experienced Engineer - Project Controls
Position code: Aon.ENG.88550.3
Career level: 3

Responsible for

Contributing technical and team skills to the effective completion of project controls activities on projects, relating to scope, cost and time management on projects as well as tendering and contract management and administration.

Report to

Project Controls Manager.

Supervises

No supervisory responsibilities.

Main activities

- Develop and implement an Integrated project delivery framework.
- Mitigate risk on projects through implementation of sound audit, Health and Safety, business and financial management practices.
- Identify and implement profit maximisation and cost management strategies.
- Respond to client inquiries about complex technical issues in a way that maximises understanding.
- Input into business development proposals and assist in winning work.
- Develop business within and across area of responsibility to maximise revenue.

Key skills

- Strong technical competencies.
- Build and maintain client relationships and support the winning of new work.

Internal contacts

Project Controllers, Cost/Project Managers and Engineers at all levels.

External contacts

Customers.

Typical experience

4-6 years of relevant professional experience coupled with tertiary qualifications in a relevant field.

Other comments

Position Description

Position title: Graduate Engineer (3-4 years) - Project Controls
Position code: Aon.ENG.88550.2
Career level: 2

Responsible for

Undertaking varied Project Control tasks of limited scope and complexity under the direction and guidance of more senior Project Controllers, Cost / Project Managers and Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for project control and cost management solutions for projects or sections of projects.
- Using a combination of standard and modified Project Control methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Project Controllers, Cost / Project Managers and Engineers with systems, processes and resources.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Project Control principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Project Controllers, Cost/Project Managers and Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Project Controls
Position code: Aon.ENG.88552.2
Career level: 2

Responsible for

Undertaking varied Project Control tasks of limited scope and complexity under the direction and guidance of more senior Project Controllers, Cost / Project Managers and Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for project control and cost management solutions for projects or sections of projects.
- Using a combination of standard and modified Project Control methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Project Controllers, Cost / Project Managers and Engineers with systems, processes and resources.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Project Control principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Project Controllers, Cost/Project Managers and Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Project Controls
Position code: Aon.ENG.88551.2
Career level: 2

Responsible for

Undertaking Project Control tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard project control and cost management principles to solve problems.
- Assisting more senior Project Controllers, Cost / Project Managers and Engineers with systems, processes and resources.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of project control principles to analyse and interpret information.

Internal contacts

Project Controllers, Cost/Project Managers and Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Project Controls
Position code: Aon.ENG.88550.1
Career level: 1

Responsible for

Undertaking Project Control tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard project control and cost management principles to solve problems.
- Assisting more senior Project Controllers, Cost / Project Managers and Engineers with systems, processes and resources.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of project control principles to analyse and interpret information.

Internal contacts

Project Controllers, Cost/Project Managers and Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Principal - Other
Position code: Aon.ENG.88501.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Project Managers and Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Other
Position code: Aon.ENG.88501.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Other
Position code: Aon.ENG.88511.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related responsibilities. Responsible for project success with accountability to senior management / executive level. Takes complex high priority projects from original concept to final implementation

Report to

Senior Associate or Principal.

Supervises

Senior Project Managers / Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Sourcing, developing and maintaining relationships with clients.
- Planning and managing large scale complex multi-disciplinary projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Interfaces with all areas including end user, distributors and vendors.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Client service orientation.
- Extensive Consulting skills.
- Extensive project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Other
Position code: Aon.ENG.88501.4
Career level: 4

Responsible for

Planning and Project Managing projects of a multidiscipline and complex nature in order to meet client requirements. Responsible for project success with accountability to management level. Takes projects from original concept to final implementation.

Report to

Associate or above.

Supervises

Experienced Project Managers / Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of medium and large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Project Management principles to devise and deliver practical and economical solutions to problems.
- Producing complex documentation, reports and proposals to meet client requirements for projects of reasonable size of complexity.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the project.
- Interfaces with all areas including end user, distributors and vendors.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Other
Position code: Aon.ENG.88501.3
Career level: 3

Responsible for

Oversees the project management on projects of reasonable complexity or size under general direction and guidance of a more senior Project Manager.

Report to

Senior Project Manager / Senior Project Engineer or above.

Supervises

Small work / project teams of Project Managers / Engineers and Graduates.

Main activities

- Assuming responsibility for planning, assembling and managing resources and responsibilities for small projects or parts of larger projects.
- Producing documentation, reports and proposals to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Project Management principles to devise and deliver new approaches in order to solve more complex problems.
- Project planning and schedule development to ensure timely completion of projects.
- Responsible for communication of project progress and status.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Client service orientation.
- Ability to lead and manage a small team.
- Demonstrated Project management skills.
- Internal and external consulting skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Alternative Title: Experienced Project Manager. This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Other
Position code: Aon.ENG.88501.2
Career level: 2

Responsible for

Undertaking varied Project Management tasks under the general direction and guidance of a Project Manager and/or Project Engineer.

Report to

Project Manager, Project Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Project Management methods/techniques in addition to those developed in previous assignments for the purpose of solving problems.
- Participation in project planning to achieve prescribed objectives.
- Under direct supervision is responsible for aspects of the project over the entire project life (initiate, plan, execute, control, close).
- Must be familiar with system scope and project objectives, and the role and function of each team member to effectively coordinate the activities of the team.
- Preparing proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Project Management principals to analyse, interpret and conclude on standard matters of decisions.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Project Management and Engineering principals to analyse, interpret and communicate information.

Internal contacts

Project Managers and Engineers at all levels.

External contacts

Clients and Suppliers

Typical experience

3 -4 years of relevant professional experience coupled with a Degree in Project Management and / or Engineering or other technical profession, leading to accreditation through PMI or equivalent.

Other comments

Alternative Title: Project Manager (3 - 4 years). This is typically regarded as a leading to a certified Professional Project Management level as demonstrated by accreditation through PMI or PMP.

Position Description

Position title: Graduate Engineer (2-3 years) - Other
Position code: Aon.ENG.88511.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Other
Position code: Aon.ENG.88521.2
Career level: 2

Responsible for

Under direct supervision of a Project Manager, contributes to specific tasks on a small project or phase of a larger project.

Report to

Project Manager, Project Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Under direct supervision contributes to selected project tasks during the entire project life (initiate, plan, execute, control, close).
- Take direction on the scope and project objectives.
- Understand the role and function of each team member to effectively contribute as part of the team.
- Using a variety of standard Project Management methods and techniques in solving problems.
- Implement processes and procedures as directed.
- Assisting in the preparation of proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Project Management and Engineering principles to analyse, interpret and communicate information.

Internal contacts

Project Managers and Engineers at all levels.

External contacts

Limited external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Alternate Title: Assistant Project Manager (1 - 2 years)

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Other
Position code: Aon.ENG.88501.1
Career level: 1

Responsible for

Under direct supervision of a Project Manager, contributes to specific tasks on a small project or phase of a larger project.

Report to

Project Manager, Project Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Under direct supervision contributes to selected project tasks during the entire project life (initiate, plan, execute, control, close).
- Take direction on the scope and project objectives.
- Understand the role and function of each team member to effectively contribute as part of the team.
- Using a variety of standard Project Management methods and techniques in solving problems.
- Implement processes and procedures as directed.
- Assisting in the preparation of proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Project Management and Engineering principles to analyse, interpret and communicate information.

Internal contacts

Project Managers and Engineers at all levels.

External contacts

Limited external contacts.

Typical experience

Less than 1 year of relevant professional experience coupled with a Degree in Project Management and / or Engineering or other technical profession.

Other comments

Alternate Title: Assistant Project Manager

Position Description

Position title: GIS and Spatial Systems Specialist
Position code: Aon.ENG.88551.3
Career level: 3

Responsible for

Provide technical competence to the GIS (Geographic Information System) Team on a variety of projects where spatial systems support is required

Report to

GIS Manager

Supervises

No supervisory responsibilities.

Main activities

- Maintain technical competence within the GIS and Spatial Systems environment
- Undertake a range of project work within the GIS & Spatial Systems Team, including: data acquisition activities, spatial data management, data modelling & analysis, preparation of graphical output.
- Commitment to maintain an understanding of the geospatial industry technological trends, including developments and improvements software, systems, networks, and data.
- Build and maintain relationships to internal and external clients, and actively engage with internal staff from the various business lines
- Be actively involved in the Bid process for new work and projects, and be able to offer and provide timely and accurate technical advice and cost estimates to Bid Teams.
- Assist in the on-going development of a corporate spatial systems infrastructure for the organisation, including the development and deployment of Server-based systems, Mobile Mapping and Web-based mapping systems.

Key skills

- Demonstrated experience in spatial data management
- Strong knowledge of spatial data formats, including GIS data, CAD data, and imagery formats
- Advanced skills in Microsoft Desktop Software, including Office 2007
- Excellent problem-solving skills
- High level of verbal and written communication skills, plus good interpersonal skills

Internal contacts

External contacts

Typical experience

4-5 years experience within the geospatial industry coupled with tertiary qualifications in GIS, Spatial Systems, or directly related discipline.

Other comments

Position Description

Position title: Experienced Estimator
Position code: Aon.ENG.88552.3
Career level: 3

Responsible for

Apply professional engineering knowledge to the development of capital cost, service fee or operating cost type estimates undertaken on multi-discipline projects.

Report to

Project Manager or Project Controls Manager

Supervises

No supervisory responsibilities.

Main activities

- Plan and lead cost estimates for multi-discipline projects.
- Liaise with peers, clients and other third parties in relation to developing estimates.
- Complete estimates in time and within the allocated budget.
- Author reports on estimate development and estimate status.
- Direct and mentor others on small to medium sized projects.
- Participate and proactively contribute to project teams.

Key skills

- Problem solving/analytical skills
- Good communication skills
- Project Management skills.

Internal contacts

External contacts

Typical experience

Tertiary qualification in Engineering, Project Management or related construction discipline. Proven experience in the relevant industries.

Other comments

Position Description

Position title: Principal - Combined
Position code: Aon.ENG.88590.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Combined
Position code: Aon.ENG.88591.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Combined
Position code: Aon.ENG.88592.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Combined
Position code: Aon.ENG.88593.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Combined
Position code: Aon.ENG.88594.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other Professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Combined
Position code: Aon.ENG.88595.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Combined
Position code: Aon.ENG.88596.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Combined
Position code: Aon.ENG.88597.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Combined
Position code: Aon.ENG.88598.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Structural
Position code: Aon.ENG.88600.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Structural
Position code: Aon.ENG.88600.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Structural
Position code: Aon.ENG.88600.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Structural
Position code: Aon.ENG.88610.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Structural
Position code: Aon.ENG.88600.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Structural
Position code: Aon.ENG.88600.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Structural
Position code: Aon.ENG.88600.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Structural
Position code: Aon.ENG.88610.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Structural
Position code: Aon.ENG.88620.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Structural
Position code: Aon.ENG.88600.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Sustainability
Position code: Aon.ENG.88700.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Sustainability
Position code: Aon.ENG.88700.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Sustainability
Position code: Aon.ENG.88700.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Sustainability
Position code: Aon.ENG.88710.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related engineering responsibilities or acting as an Engineering Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Engineers and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Engineer - Sustainability
Position code: Aon.ENG.88700.4
Career level: 4

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet clients requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Engineer - Sustainability
Position code: Aon.ENG.88700.3
Career level: 3

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.
- Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.
- Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years of relevant professional experience.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.

Position Description

Position title: Graduate Engineer (3-4 years) - Sustainability
Position code: Aon.ENG.88700.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (2-3 years) - Sustainability
Position code: Aon.ENG.88710.2
Career level: 2

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.
- Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

Position Description

Position title: Graduate Engineer (1-2 years) - Sustainability
Position code: Aon.ENG.88720.2
Career level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Graduate Engineer (Entry Level <1 year) - Sustainability
Position code: Aon.ENG.88700.1
Career level: 1

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Principal - Planning
Position code: Aon.PLN.90502.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Cost Planning Manager
Position code: Aon.CON.87500.4
Career level: 4

Responsible for

Managing the cost planning, estimating, cost reporting, cost forecasting and commercial risk management activities on all projects.

Report to

Head of Construction

Supervises

Cost Planners

Main activities

- Overseeing the resource management for cost planning and contract administration activities.
- Providing technical support to Cost Planning and Contract Administration team on all aspects of cost planning, cost reporting and cost forecasting.
- Reviewing and signing-off of cost plans for all projects.
- Maintaining database for all past projects for benchmarking and referencing for future projects.
- Conducting review of designs for all new projects and reporting on design efficiency.
- Maintaining current and accurate rates database on a trade and element basis.
- Ensuring consistency of all cost planning and reporting processes across all projects.
- Maintaining currency with latest industry trends and market conditions with regards to costing issues.
- Recruiting, directing, motivating and reviewing performance of direct reports.

Key skills

- Excellent communication (written & verbal) and organisational skills.
- Highly computer literate, detailed and methodical.

Internal contacts

Construction Manager, Estimators, Cost Planners, Contract Administrators

External contacts

Typical experience

Tertiary qualifications in a relevant discipline (Quality Surveying, Construction Economics) with minimum 5 years experience working for a large mid-tier or top-tier contractor.

Other comments

Position Description

Position title: Cost Planner/Quantity Surveyor
Position code: Aon.CON.87500.3
Career level: 3

Responsible for

Supporting the Cost Planning Manager in contract administration, cost planning and estimating functions.

Report to

Cost Planning Manager

Supervises

No supervisory responsibilities.

Main activities

- Checking changes to design and assessing impact on costs.
- Preparing Bill of Quantities (BOQ).
- Undertaking feasibility studies for projects and preparing monthly cash-flow forecasts and tax depreciation schedules.

Key skills

- Excellent communication and relationship building skills.
- Sound negotiation skills.
- Strong attention to detail.

Internal contacts

Architects, engineers, builders, project owners

External contacts

Contractors, suppliers

Typical experience

Tertiary degree in Quantity Surveying and experience within a building related field, with at least 3 years experience within a Quantity Surveying environment.

Other comments

Position Description

Position title: Principal - Economic Planning
Position code: Aon.PLN.90500.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Economic Planning
Position code: Aon.PLN.90500.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Economic Planning
Position code: Aon.PLN.90510.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related planning and environmental responsibilities or acting as a Planning and Environmental Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Planner - Economic Planning
Position code: Aon.PLN.90500.4
Career level: 4

Responsible for

Undertaking complex Planning and Environmental tasks and projects in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Planner, Planners, Graduate Planners. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting investigations, analysing and consulting within given timeframes to enable the preparation of written reports.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Planning and Environmental principles to devise and deliver practical and economical solutions to problems.
- Assisting in the management and training of staff including selection and remuneration.
- Fostering and maintaining good client relationships.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to interpret and communicate information of a complex nature.
- Customer service orientation.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies

Other comments

Eligibility for membership of a professional body or institute is assumed at this level.

Position Description

Position title: Experienced Planner - Economic Planning
Position code: Aon.PLN.90500.3
Career level: 3

Responsible for

Undertaking Planning and Environmental tasks of reasonable scope and complexity.

Report to

Senior Planner or above.

Supervises

Small teams of Planners and Graduate Planners.

Main activities

- Producing documentation, reports and proposals of reasonable complexity within given deadlines to meet client requirements.
- Contributing to project Planning and management.
- Leading and managing small work teams.
- Applying a deeper understanding of Planning and Environmental principles to devise and deliver new approaches in order to solve more complex problems.
- Assuming responsibility for planning and managing resources for small Planning and Environment projects or sections of larger ones.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills.
- Ability to lead and manage a small team.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years relevant professional experience and a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (3-4 years) - Economic Planning
Position code: Aon.PLN.90500.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under the direction and guidance of more senior Planners.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the analysis of information and producing related reports, proposals and other documents.
- Allocating, checking and controlling the work or activities of more junior Planners.
- Using a combination of standard and modified Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Ability to independently use basic theoretical knowledge of Planning and Environmental principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

3 - 4 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (2-3 years) - Economic Planning
Position code: Aon.PLN.90510.2
Career level: 2

Responsible for

Undertaking planning and environmental tasks of limited scope and complexity under the direction and guidance of more senior Planners.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the analysis of information and producing related reports, proposals and other documents.
- Allocating, checking and controlling the work or activities of more junior Planners.
- Using a combination of standard and modified planning and environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Ability to independently use basic theoretical knowledge of planning and environmental principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

2 - 3 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (1-2 years) - Economic Planning
Position code: Aon.PLN.90520.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under close supervision.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the collection and collation of information for the production of reports, proposals and other documents.
- Using a variety of basic Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Planning and Environmental principles to analyse and interpret information.

Internal contacts

Planners at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies.

Other comments

Position Description

Position title: Graduate Planner (Entry Level <1 year) - Economic Planning
Position code: Aon.PLN.90500.1
Career level: 1

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under close supervision.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the collection and collation of information for the production of reports, proposals and other documents.
- Using a variety of basic planning and environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Planning and Environmental principles to analyse and interpret information.

Internal contacts

Planners at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies.

Other comments

Position Description

Position title: Principal - Transportation
Position code: Aon.PLN.90503.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Transportation
Position code: Aon.PLN.90503.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the senior management team.

Position Description

Position title: Associate - Transportation
Position code: Aon.PLN.90513.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related planning and environmental responsibilities or acting as a Planning and Environmental Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Planner - Transportation
Position code: Aon.PLN.90503.4
Career level: 4

Responsible for

Undertaking complex planning and environmental tasks and projects in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Planner, Planners, Graduate Planners. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting investigations, analysing and consulting within given timeframes to enable the preparation of written reports.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of planning and environmental principles to devise and deliver practical and economical solutions to problems.
- Assisting in the management and training of staff including selection and remuneration.
- Fostering and maintaining good client relationships.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to interpret and communicate information of a complex nature.
- Customer service orientation.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies

Other comments

Eligibility for membership of a professional body or institute is assumed at this level.

Position Description

Position title: Experienced Planner - Transportation
Position code: Aon.PLN.90503.3
Career level: 3

Responsible for

Undertaking Planning and Environmental tasks of reasonable scope and complexity.

Report to

Senior Planner or above.

Supervises

Small teams of Planners and Graduate Planners.

Main activities

- Producing documentation, reports and proposals of reasonable complexity within given deadlines to meet client requirements.
- Contributing to project planning and management.
- Leading and managing small work teams.
- Applying a deeper understanding of Planning and Environmental principles to devise and deliver new approaches in order to solve more complex problems.
- Assuming responsibility for planning and managing resources for small Planning and Environment projects or sections of larger ones.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills.
- Ability to lead and manage a small team.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (3-4 years) - Transportation
Position code: Aon.PLN.90503.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under the direction and guidance of more senior Planners.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the analysis of information and producing related reports, proposals and other documents.
- Allocating, checking and controlling the work or activities of more junior planners.
- Using a combination of standard and modified Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Ability to independently use basic theoretical knowledge of Planning and Environmental principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

3 - 4 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (2-3 years) - Transportation
Position code: Aon.PLN.90513.2
Career level: 2

Responsible for

Undertaking planning and environmental tasks of limited scope and complexity under the direction and guidance of more senior Planners.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the analysis of information and producing related reports, proposals and other documents.
- Allocating, checking and controlling the work or activities of more junior Planners.
- Using a combination of standard and modified planning and environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Ability to independently use basic theoretical knowledge of planning and environmental principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

2 - 3 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (1-2 years) - Transportation
Position code: Aon.PLN.90523.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under close supervision.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the collection and collation of information for the production of reports, proposals and other documents.
- Using a variety of basic Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Planning and Environmental principles to analyse and interpret information.

Internal contacts

Planners at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies.

Other comments

Position Description

Position title: Graduate Planner (Entry Level <1 year) - Transportation
Position code: Aon.PLN.90503.1
Career level: 1

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under close supervision.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the collection and collation of information for the production of reports, proposals and other documents.
- Using a variety of basic Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Planning and Environmental principles to analyse and interpret information.

Internal contacts

Planners at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies.

Other comments

Position Description

Position title: Principal - Other
Position code: Aon.PLN.90501.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Other
Position code: Aon.PLN.90501.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Other
Position code: Aon.PLN.90511.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Planning and Environmental responsibilities or acting as a Planning and Environmental Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Planner - Other
Position code: Aon.PLN.90501.4
Career level: 4

Responsible for

Undertaking complex Planning and Environmental tasks and projects in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Planner, Planners, Graduate Planners. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting investigations, analysing and consulting within given timeframes to enable the preparation of written reports.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Planning and Environmental principles to devise and deliver practical and economical solutions to problems.
- Assisting in the management and training of staff including selection and remuneration.
- Fostering and maintaining good client relationships.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to interpret and communicate information of a complex nature.
- Customer service orientation.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies

Other comments

Eligibility for membership of a professional body or institute is assumed at this level.

Position Description

Position title: Experienced Planner - Other
Position code: Aon.PLN.90501.3
Career level: 3

Responsible for

Undertaking Planning and Environmental tasks of reasonable scope and complexity.

Report to

Senior Planner or above.

Supervises

Small teams of Planners and Graduate Planners.

Main activities

- Producing documentation, reports and proposals of reasonable complexity within given deadlines to meet client requirements.
- Contributing to project Planning and management.
- Leading and managing small work teams.
- Applying a deeper understanding of Planning and Environmental principles to devise and deliver new approaches in order to solve more complex problems.
- Assuming responsibility for planning and managing resources for small Planning and Environment projects or sections of larger ones.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills.
- Ability to lead and manage a small team.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (3-4 years) - Other
Position code: Aon.PLN.90501.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under the direction and guidance of more senior Planners.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the analysis of information and producing related reports, proposals and other documents.
- Allocating, checking and controlling the work or activities of more junior Planners.
- Using a combination of standard and modified Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Ability to independently use basic theoretical knowledge of Planning and Environmental principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

3 - 4 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (2-3 years) - Other
Position code: Aon.PLN.90511.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under the direction and guidance of more senior Planners.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the analysis of information and producing related reports, proposals and other documents.
- Allocating, checking and controlling the work or activities of more junior Planners.
- Using a combination of standard and modified Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Ability to independently use basic theoretical knowledge of Planning and Environmental principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

2 - 3 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (1-2 years) - Other
Position code: Aon.PLN.90521.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under close supervision.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the collection and collation of information for the production of reports, proposals and other documents.
- Using a variety of basic Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Planning and Environmental principles to analyse and interpret information.

Internal contacts

Planners at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies.

Other comments

Position Description

Position title: Graduate Planner (Entry Level <1 year) - Other
Position code: Aon.PLN.90501.1
Career level: 1

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under close supervision.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the collection and collation of information for the production of reports, proposals and other documents.
- Using a variety of basic Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Planning and Environmental principles to analyse and interpret information.

Internal contacts

Planners at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies.

Other comments

Position Description

Position title: Principal - Combined
Position code: Aon.PLN.90590.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Combined
Position code: Aon.PLN.90591.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the senior management team.

Position Description

Position title: Associate - Combined
Position code: Aon.PLN.90592.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related planning and environmental responsibilities or acting as a Planning and Environmental Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Planner - Combined
Position code: Aon.PLN.90593.4
Career level: 4

Responsible for

Undertaking complex planning and environmental tasks and projects in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Planner, Planners, Graduate Planners. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Conducting investigations, analysing and consulting within given timeframes to enable the preparation of written reports.
- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of planning and environmental principles to devise and deliver practical and economical solutions to problems.
- Assisting in the management and training of staff including selection and remuneration.
- Fostering and maintaining good client relationships.
- Contributing to the overall management and profitability of the discipline.

Key skills

- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to interpret and communicate information of a complex nature.
- Customer service orientation.

Internal contacts

Planners at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies

Other comments

Eligibility for membership of a professional body or institute is assumed at this level.

Position Description

Position title: Experienced Planner - Combined
Position code: Aon.PLN.90594.3
Career level: 3

Responsible for

Undertaking Planning and Environmental tasks of reasonable scope and complexity.

Report to

Senior Planner or above.

Supervises

Small teams of Planners and Graduate Planners.

Main activities

- Producing documentation, reports and proposals of reasonable complexity within given deadlines to meet client requirements.
- Contributing to project planning and management.
- Leading and managing small work teams.
- Applying a deeper understanding of Planning and Environmental principles to devise and deliver new approaches in order to solve more complex problems.
- Assuming responsibility for planning and managing resources for small Planning and Environment projects or sections of larger ones.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Project management skills.
- Ability to lead and manage a small team.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (3-4 years) - Combined
Position code: Aon.PLN.90595.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under the direction and guidance of more senior Planners.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the analysis of information and producing related reports, proposals and other documents.
- Allocating, checking and controlling the work or activities of more junior planners.
- Using a combination of standard and modified Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Ability to independently use basic theoretical knowledge of Planning and Environmental principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

3 - 4 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (2-3 years) - Combined
Position code: Aon.PLN.90596.2
Career level: 2

Responsible for

Undertaking planning and environmental tasks of limited scope and complexity under the direction and guidance of more senior Planners.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the analysis of information and producing related reports, proposals and other documents.
- Allocating, checking and controlling the work or activities of more junior Planners.
- Using a combination of standard and modified planning and environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Ability to independently use basic theoretical knowledge of planning and environmental principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Planners at all levels.

External contacts

Customers, Suppliers.

Typical experience

2 - 3 years relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies, leading to membership within a professional body or institute.

Other comments

Position Description

Position title: Graduate Planner (1-2 years) - Combined
Position code: Aon.PLN.90597.2
Career level: 2

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under close supervision.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the collection and collation of information for the production of reports, proposals and other documents.
- Using a variety of basic Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Planning and Environmental principles to analyse and interpret information.

Internal contacts

Planners at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies.

Other comments

Position Description

Position title: Graduate Planner (Entry Level <1 year) - Combined
Position code: Aon.PLN.90598.1
Career level: 1

Responsible for

Undertaking Planning and Environmental tasks of limited scope and complexity under close supervision.

Report to

Experienced Planner or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the collection and collation of information for the production of reports, proposals and other documents.
- Using a variety of basic Planning and Environmental methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Planning and Environmental principles to analyse and interpret information.

Internal contacts

Planners at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a recognised tertiary qualification in Planning or Environmental Studies.

Other comments

Position Description

Position title: Senior Principal - Science
Position code: Aon.SCI.91503.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal - Environment
Position code: Aon.SCI.91500.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Environment
Position code: Aon.SCI.91500.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale research projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Environment
Position code: Aon.SCI.91510.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Scientific responsibilities or acting as a Scientific Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale research projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Scientist - Environment
Position code: Aon.SCI.91500.4
Career level: 4

Responsible for

Planning and conducting Scientific research projects of a complex nature in order to meet client requirements.

Report to

Associate or above

Supervises

Experienced Scientists, Scientists, Graduate Scientists. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale research projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Scientific principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing research projects.
- Preparing client reports.
- Assisting in the management and training of staff, including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years of professional experience coupled with a Degree in Science.

Other comments

Usually requires knowledge of more than one discipline of Science or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Scientist - Environment
Position code: Aon.SCI.91500.3
Career level: 3

Responsible for

Planning and conducting Scientific research projects of reasonable complexity.

Report to

Senior Scientist or above.

Supervises

Small work teams of Scientists and Graduate Scientists.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger research projects.
- Designing and developing equipment or special aspects of products, facilities and buildings of reasonable complexity.
- Applying a deeper understanding of Scientific principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.
- Assigning and reviewing work of supervised staff for accuracy.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Science.

Other comments

This is the first level of direct and sustained supervision of other professional Scientists or full specialisation in a discipline.

Position Description

Position title: Graduate Scientist (3-4 years) - Environment
Position code: Aon.SCI.91500.2
Career level: 2

Responsible for

Undertaking varied Scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified Scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (2-3 years) - Environment
Position code: Aon.SCI.91510.2
Career level: 2

Responsible for

Undertaking varied scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (1-2 years) - Environment
Position code: Aon.SCI.91520.2
Career level: 2

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (Entry Level <1 year) - Environment
Position code: Aon.SCI.91500.1
Career level: 1

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Principal - Geoscience
Position code: Aon.SCI.91501.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Geoscience
Position code: Aon.SCI.91501.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale research projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Geoscience
Position code: Aon.SCI.91511.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Scientific responsibilities or acting as a Scientific Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale research projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Scientist - Geoscience
Position code: Aon.SCI.91501.4
Career level: 4

Responsible for

Planning and conducting Scientific research projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Scientists, Scientists, Graduate Scientists. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale research projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Scientific principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing research projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Science.

Other comments

Usually requires knowledge of more than one discipline of Science or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Scientist - Geoscience
Position code: Aon.SCI.91501.3
Career level: 3

Responsible for

Planning and conducting Scientific research projects of reasonable complexity.

Report to

Senior Scientist or above.

Supervises

Small work teams of Scientists and Graduate Scientists.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger research projects.
- Designing/developing equipment or special aspects of products, facilities and buildings of reasonable complexity.
- Applying a deeper understanding of Scientific principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.
- Assigning and reviewing work of supervised staff for accuracy.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Science.

Other comments

This is the first level of direct and sustained supervision of other professional Scientists or full specialisation in a discipline.

Position Description

Position title: Graduate Scientist (3-4 years) - Geoscience
Position code: Aon.SCI.91501.2
Career level: 2

Responsible for

Undertaking varied Scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified Scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (2-3 years) - Geoscience
Position code: Aon.SCI.91511.2
Career level: 2

Responsible for

Undertaking varied scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (1-2 years) - Geoscience
Position code: Aon.SCI.91521.2
Career level: 2

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (Entry Level <1 year) - Geoscience
Position code: Aon.SCI.91501.1
Career level: 1

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Principal - Hydrogeology
Position code: Aon.SCI.91690.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.
- Providing technical advice and consultancy on complex hydro geologist issues to clients and internal staff.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Hydrogeology
Position code: Aon.SCI.91691.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale hydrogeology/groundwater projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Hydrogeology
Position code: Aon.SCI.91692.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Scientific responsibilities or acting as a Scientific Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale hydrogeology/groundwater projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Scientist - Hydrogeology
Position code: Aon.SCI.91693.4
Career level: 4

Responsible for

Planning and conducting Scientific research projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Scientists, Scientists, Graduate Scientists. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale hydrogeology/groundwater projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Scientific principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing research projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.
- Studying and investigating groundwater supply and contaminated sites.
- Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Science.

Other comments

Usually requires knowledge of more than one discipline of Science or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Scientist - Hydrogeology
Position code: Aon.SCI.91694.3
Career level: 3

Responsible for

Planning and conducting Scientific research projects of reasonable complexity.

Report to

Senior Scientist or above.

Supervises

Small work teams of Scientists and Graduate Scientists.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger research projects.
- Designing/developing equipment or special aspects of products, facilities and buildings of reasonable complexity.
- Applying a deeper understanding of Scientific principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.
- Assigning and reviewing work of supervised staff for accuracy.
- Studying and investigating groundwater supply and contaminated sites.
- Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Science.

Other comments

This is the first level of direct and sustained supervision of other professional Scientists or full specialisation in a discipline.

Position Description

Position title: Graduate Scientist (3-4 years) - Hydrogeology
Position code: Aon.SCI.91695.2
Career level: 2

Responsible for

Undertaking varied Scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified Scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.
- Studying and investigating groundwater supply and contaminated sites.
- Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (2-3 years) - Hydrogeology
Position code: Aon.SCI.91696.2
Career level: 2

Responsible for

Undertaking varied scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.
- Studying and investigating groundwater supply and contaminated sites.
- Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (1-2 years) - Hydrogeology
Position code: Aon.SCI.91697.2
Career level: 2

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.
- Studying and investigating groundwater supply and contaminated sites.
- Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (Entry Level <1 year) - Hydrogeology
Position code: Aon.SCI.91698.1
Career level: 1

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.
- Studying and investigating groundwater supply and contaminated sites.
- Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Principal - Other
Position code: Aon.SCI.91502.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Other
Position code: Aon.SCI.91502.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale research projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Other
Position code: Aon.SCI.91512.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Scientific responsibilities or acting as a Scientific Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients
- Planning and managing large scale research projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Scientist - Other
Position code: Aon.SCI.91502.4
Career level: 4

Responsible for

Planning and conducting Scientific projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Scientists, Scientists, Graduate Scientists. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale research projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Scientific principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing research projects.
- Preparing client reports.
- Assisting in the management and training of staff including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Science.

Other comments

Usually requires knowledge of more than one discipline of Science or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Scientist - Other
Position code: Aon.SCI.91502.3
Career level: 3

Responsible for

Planning and conducting Scientific research projects of reasonable complexity.

Report to

Senior Scientist or above.

Supervises

Small work teams of Scientists and Graduate Scientists.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger research projects.
- Designing and developing equipment or special aspects of products, facilities and buildings of reasonable complexity.
- Applying a deeper understanding of Scientific principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.
- Assigning and reviewing work of supervised staff for accuracy.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Science.

Other comments

This is the first level of direct and sustained supervision of other professional Scientists or full specialisation in a discipline.

Position Description

Position title: Graduate Scientist (3-4 years) - Other
Position code: Aon.SCI.91502.2
Career level: 2

Responsible for

Undertaking varied Scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified Scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (2-3 years) - Other
Position code: Aon.SCI.91512.2
Career level: 2

Responsible for

Undertaking varied scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (1-2 years) - Other
Position code: Aon.SCI.91522.2
Career level: 2

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (Entry Level <1 year) - Other
Position code: Aon.SCI.91502.1
Career level: 1

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Senior Scientist - Research & Development
Position code: Aon.RND.55006.4
Career level: 4

Responsible for

Providing scientific expertise on research being conducted by the organisation - making recommendations and identifying new opportunities.

Report to

Head of Section - Research and Development, Principal Scientist.

Supervises

May supervise more junior scientists.

Main activities

- Providing expert technical/scientific advice to ensure project targets are achieved on time.
- Conducting research to investigate and solve complex conceptual problems. Making recommendations based on analysis - either independently or in collaboration with others.
- Identifying and communicating new research opportunities.
- Assisting with the identification, communication and planning of any resource management issues.
- Maintaining accurate laboratory records to secure commercial protection of inventions by patent and to allow future reproduction of methods.
- Acting as mentor - imparting technical knowledge and expertise to team members.
- Developing and maintaining relationships with industry networks to raise the organisation's profile and maximise collaborator's satisfaction.

Key skills

- Sound experience and knowledge of relevant scientific fields.
- Excellent communication, interpersonal and presentation skills.
- Ability to work as part of a team.
- Strong planning skills to ensure projects progress in scheduled time frames.

Internal contacts

Managing Director, Heads of Departments, Principal Scientists, Scientists, Production, Sales and Marketing, Quality Group, Discovery and Development Staff.

External contacts

Industrial Collaborators, Universities, Research Institutes, Government Research Organisations.

Typical experience

5+ years of relevant industry experience. University degree in a relevant science discipline, may have a Masters or Ph.D.

Other comments

Position Description

Position title: Scientist - Research & Development
Position code: Aon.RND.55006.3
Career level: 3

Responsible for

Providing scientific expertise on research being conducted by the organisation - making recommendations in collaboration with others and identifying new opportunities.

Report to

Head of Section - Research and Development, Senior Scientist, Principal Scientist.

Supervises

No Supervisory Responsibilities.

Main activities

- Conducting research to investigate and solve complex conceptual problems and making recommendations based on analysis in collaboration with others.
- Assisting with the identification and communication of new research opportunities.
- Maintaining familiarity with regulatory guidelines and industry standards.
- Ensuring laboratory equipment is clean and well maintained.
- Ensuring laboratory records are maintained detailed and up to date. May provide regular reports on project development.
- Developing and maintaining relationships with industry networks to raise the organisation's profile and maximise collaborator's satisfaction.
- Developing and implementing QA control processes and procedures, advising Heads of Departments about potential risk areas.

Key skills

- Sound experience and knowledge of relevant scientific fields.
- Excellent communication skills and interpersonal skills.
- Ability to work as part of a team.
- Ability to keep detailed records and produce scientific reports.

Internal contacts

Principal Scientist, Senior Scientists, Occupational Health & Safety Committee Members, Discovery & Development Staff.

External contacts

Industrial Collaborators.

Typical experience

1 - 3 years relevant industry experience. University degree in a relevant science discipline, may have a post-graduate qualification.

Other comments

Position Description

Position title: Associate Scientist - Research & Development
Position code: Aon.RND.55006.2
Career level: 2

Responsible for

Providing scientific expertise on research being conducted by the organisation - making recommendations in collaboration with others and identifying new opportunities.

Report to

Head of Section - Research and Development, Senior Scientist, Principal Scientist.

Supervises

No Supervisory Responsibilities.

Main activities

- Conducting research to investigate and solve complex conceptual problems and making recommendations based on analysis in collaboration with others.
- Assisting with the identification and communication of new research opportunities.
- Maintaining familiarity with regulatory guidelines and industry standards.
- Ensuring laboratory equipment is clean and well maintained.
- Ensuring laboratory records are maintained detailed and up to date. May provide regular reports on project development.
- Developing and maintaining relationships with industry networks to raise the organisation's profile and maximise collaborator's satisfaction.
- Developing and implementing QA control processes and procedures, advising Heads of Departments about potential risk areas.

Key skills

- Sound experience and knowledge of relevant scientific fields.
- Excellent communication skills and interpersonal skills.
- Ability to work as part of a team.
- Ability to keep detailed records and produce scientific reports.

Internal contacts

Principal Scientist, Senior Scientists, Occupational Health & Safety Committee Members, Discovery & Development Staff.

External contacts

Industrial Collaborators.

Typical experience

May have 1 years relevant industry experience but not essential. University degree in a relevant science discipline, may have a post-graduate qualification.

Other comments

Position Description

Position title: Principal - Combined
Position code: Aon.SCI.91590.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate - Combined
Position code: Aon.SCI.91591.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale research projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate - Combined
Position code: Aon.SCI.91592.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Scientific responsibilities or acting as a Scientific Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale research projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Scientist - Combined
Position code: Aon.SCI.91593.4
Career level: 4

Responsible for

Planning and conducting Scientific research projects of a complex nature in order to meet client requirements.

Report to

Associate or above

Supervises

Experienced Scientists, Scientists, Graduate Scientists. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Assuming responsibility for management of small, medium and possibly large scale research projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Scientific principles to devise and deliver practical and economical solutions to problems.
- Planning and resourcing research projects.
- Preparing client reports.
- Assisting in the management and training of staff, including selection and remuneration.
- Contributing to the overall management and profitability of the discipline.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years of professional experience coupled with a Degree in Science.

Other comments

Usually requires knowledge of more than one discipline of Science or specialist knowledge in a specific discipline.

Position Description

Position title: Experienced Scientist - Combined
Position code: Aon.SCI.91594.3
Career level: 3

Responsible for

Planning and conducting Scientific research projects of reasonable complexity.

Report to

Senior Scientist or above.

Supervises

Small work teams of Scientists and Graduate Scientists.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger research projects.
- Designing and developing equipment or special aspects of products, facilities and buildings of reasonable complexity.
- Applying a deeper understanding of Scientific principles to devise and deliver new approaches in order to solve more complex problems.
- Contributing to project planning.
- Assigning and reviewing work of supervised staff for accuracy.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Science.

Other comments

This is the first level of direct and sustained supervision of other professional Scientists or full specialisation in a discipline.

Position Description

Position title: Graduate Scientist (3-4 years) - Combined
Position code: Aon.SCI.91595.2
Career level: 2

Responsible for

Undertaking varied Scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified Scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (2-3 years) - Combined
Position code: Aon.SCI.91596.2
Career level: 2

Responsible for

Undertaking varied scientific tasks of limited scope and complexity under the direction and guidance of more senior Scientists.

Report to

Experienced Scientist or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple research projects or sections of larger ones.
- Using a combination of standard and modified scientific methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.
- Assisting more senior Scientists with the design or development of equipment or special aspects of products, facilities and buildings.
- Preparing specifications, proposals and other documentation under broad supervision.
- Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of scientific principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Scientists at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (1-2 years) - Combined
Position code: Aon.SCI.91597.2
Career level: 2

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Graduate Scientist (Entry Level <1 year) - Combined
Position code: Aon.SCI.91598.1
Career level: 1

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.
- Using a variety of standard Scientific methods and techniques in solving problems.
- Assisting more senior Scientists in office, plant, field or laboratory work.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Science.

Other comments

Position Description

Position title: Principal Stakeholder Engagement Officer
Position code: Aon.STK.88910.5
Career level: 5

Responsible for

Leading all tasks associated with researching, developing, implementing and adapting strategic stakeholder and community engagement plans for projects.

Report to

Technical/Regional General Manager

Supervises

Senior Stakeholder Engagement Officers, Experienced Stakeholder Engagement Officers, Stakeholder Engagement Officers, Graduate Stakeholder Engagement Officers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Responsible for project budgets and completing assigned tasks within an agreed timeframe and resource allocation
- Using recognised and where appropriate innovative stakeholder and community engagement relations techniques to fulfil project requirements, address stakeholder needs and meet client expectations within agreed budget and timeframes
- Providing technical review and advice on stakeholder and community engagement projects
- Coordinating and facilitating project-based and public consultation events
- Planning for and managing issues and crises including monitoring, mitigating and resolving issues/crises and managing media relations
- Regularly communicating with clients and contributing to the identification and pursuit of opportunities to grow the company's stakeholder engagement and community consultation business, including project award submissions and bids
- Leading and managing stakeholder engagement teams on projects if required
- Mentoring and providing guidance to less experienced colleagues

Key skills

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- High level strategic communication planning and issues management experience
- Previous communication management experience, preferably for large multi-disciplinary projects
- Relevant consulting, business development and/or government experience
- Understanding of state and/or Commonwealth government

Internal contacts

Other Stakeholder Engagement staff, project teams

External contacts

Relevant government bodies, community stakeholders

Typical experience

Graduate or postgraduate qualifications in communications, public relations or other relevant discipline

Extensive experience in management, implementation and advisory roles for stakeholder engagement (typically acquired through 8 or more years' experience)

Eligible for membership to the International Association of Public Participation (IAP2) or the Public Relations Institute of Australia (PRIA)

Other comments



Position Description

Position title: Senior Stakeholder Engagement Officer
Position code: Aon.STK.88910.4
Career level: 4

Responsible for

Managing all tasks associated with researching, developing, implementing and adapting strategic stakeholder and community engagement plans for projects under minimal supervision.

Report to

Principal Stakeholder Engagement Consultant

Supervises

Experienced Stakeholder Engagement Officers, Stakeholder Engagement Officers, Graduate Stakeholder Engagement Officers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing communication/consultation project plans
- Building community and stakeholder relationships by liaising with local residents
- Determining key community impacts and mitigation measures in collaboration with environmental and construction teams
- Providing technical review and advice on stakeholder and community engagement projects
- Coordinating and facilitating project-based events
- Planning for and managing issues and crises including monitoring, mitigating and resolving issues/crises and managing media relations
- Developing key messages and written communication materials in collaboration with other members of multidisciplinary project teams
- Assisting with regular communication with clients and contributing to the identification and pursuit of opportunities to grow the company's stakeholder engagement and community consultation business, including project award submissions and bids
- Leading and managing stakeholder engagement teams on projects if required
- Mentoring and providing guidance to less experienced colleagues

Key skills

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- High level strategic communication planning and issues management experience
- Previous communication management experience, preferably for large multi-disciplinary projects
- Relevant consulting, business development and/or government experience
- Understanding of state and/or Commonwealth government

Internal contacts

Other Stakeholder Engagement staff, project teams

External contacts

Relevant government bodies, community stakeholders

Typical experience

Graduate or postgraduate qualifications in communications, public relations or other relevant discipline.

Substantial experience in management and implementation roles for stakeholder engagement (typically acquired through 5-10 years' experience).

Eligible for membership to the International Association of Public Participation (IAP2) or the Public Relations Institute of Australia (PRIA).



Other comments

Position Description

Position title: Experienced Stakeholder Engagement Officer
Position code: Aon.STK.88910.3
Career level: 3

Responsible for

Performing tasks associated with researching, developing, implementing and adapting strategic stakeholder and community engagement plans for projects under minimal supervision.

Report to

Principal Stakeholder Engagement Consultant

Supervises

No supervisory responsibilities

Main activities

- Developing communication/consultation project plans
- Using recognised stakeholder and community engagement techniques to fulfil project requirements, address stakeholder needs and meet client expectations
- Undertaking relevant qualitative and quantitative research using primary and secondary sources
- Coordinating and facilitating, with guidance from managers and/or supervisors, meetings and project-based events
- Under supervision, monitoring and assessing communication outputs and outcomes using formal evaluation techniques and informal feedback channels
- Documenting and reporting, with guidance from managers and/or supervisors, communication activities, outputs and outcomes as required using project specific systems, processes and databases
- Assisting with issues and crises management including monitoring, mitigating and resolving issues/crises and managing media relations
- Developing key messages and written communication materials with guidance from managers and/or supervisors in collaboration with other members of multidisciplinary project teams
- Maintaining community feedback channels and responding to project enquiries and complaints
- Contributing to the identification and pursuit of opportunities to grow the company's stakeholder engagement and community consultation business, including project award submissions and bids

Key skills

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to display initiative, solve problems and overcome obstacles
- High organisational skills and attention to detail
- Self motivation and ability to operate independently and as part of a team
- Ability to meet fluid deadlines and manage competing priorities

Internal contacts

Other Stakeholder Engagement staff, project teams

External contacts

Typical experience

Graduate or postgraduate qualifications in communications, public relations or other relevant discipline.

Demonstrable experience in practical stakeholder engagement (typically acquired through 3-5 years' experience).

Eligible for membership to the International Association of Public Participation (IAP2) or the Public Relations Institute of Australia (PRIA).



Consult Australia - Executive roles included Survey

Other comments

Position Description

Position title: Stakeholder Engagement Officer
Position code: Aon.STK.88910.2
Career level: 2

Responsible for

Performing tasks associated with researching, developing, implementing and adapting strategic stakeholder and community engagement plans for projects under supervision.

Report to

Principal Stakeholder Engagement Consultant

Supervises

No supervisory responsibilities

Main activities

- Using recognised stakeholder and community engagement techniques to fulfil project requirements, address stakeholder needs and meet client expectations
- Undertaking relevant qualitative and quantitative research using primary and secondary sources
- Coordinating and facilitating meetings and project-based events
- Under supervision, monitoring and assessing communication outputs and outcomes using formal evaluation techniques and informal feedback channels
- Documenting and reporting, with guidance from managers and/or supervisors communication activities, outputs and outcomes as required using project specific systems, processes and databases
- Assisting with issues and crises management including monitoring, mitigating and resolving issues/crises and managing media relations
- Developing key messages and written communication materials in collaboration with other members of multidisciplinary project teams
- Maintaining community feedback channels and responding to project enquiries and complaints
- Contributing to the identification and pursuit of opportunities to grow the company's stakeholder engagement and community consultation business, including project award submissions and bids

Key skills

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to display initiative, solve problems and overcome obstacles
- High organisational skills and attention to detail
- Self motivation and ability to operate independently and as part of a team
- Ability to meet fluid deadlines and manage competing priorities

Internal contacts

Other Stakeholder Engagement staff, project teams

External contacts

Typical experience

Graduate or postgraduate qualifications in communications, public relations or other relevant discipline.

Demonstrable experience in practical stakeholder engagement (typically acquired through 2-5 years' experience).

Eligible for membership to the International Association of Public Participation (IAP2) or the Public Relations Institute of Australia (PRIA).

Other comments



Position Description

Position title: Graduate Stakeholder Engagement Officer
Position code: Aon.STK.88910.1
Career level: 1

Responsible for

Assisting with researching, developing, implementing and adapting strategic stakeholder and community engagement plans for projects under close supervision.

Report to

Principal Stakeholder Engagement Consultant

Supervises

No supervisory responsibilities

Main activities

- Using recognised stakeholder and community engagement techniques to fulfil project requirements, address stakeholder needs and meet client expectations
- Undertaking relevant qualitative and quantitative research using primary and secondary sources
- Assisting with coordinating and facilitating meetings and project-based events
- Assisting with monitoring and assessing communication outputs and outcomes using formal evaluation techniques and informal feedback channels
- Assisting with documenting and reporting communication activities, outputs and outcomes as required using project specific systems, processes and databases
- Assisting with issues and crises management including monitoring, mitigating and resolving issues/crises and managing media relations
- Assisting with developing key messages and written communication materials in collaboration with other members of multidisciplinary project teams
- Maintaining community feedback channels and responding to project enquiries and complaints

Key skills

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to display initiative, solve problems and overcome obstacles
- High organisational skills and attention to detail
- Self motivation and ability to operate independently and as part of a team
- Ability to meet fluid deadlines and manage competing priorities

Internal contacts

Other Stakeholder Engagement staff, project teams

External contacts

Typical experience

Graduate or postgraduate qualifications in communications, public relations or other relevant discipline are highly desirable.

Eligible for membership to the International Association of Public Participation (IAP2) or the Public Relations Institute of Australia (PRIA).

Other comments

Position Description

Position title: Senior Principal - Surveying
Position code: Aon.SUR.92000.7
Career level: 7

Responsible for

Managing a variety of divergent activities/teams (50 - 150 employees) under policy control, including fee (\$6 - \$18 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Principal
Position code: Aon.SUR.92000.6
Career level: 6

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee (\$2.5 - \$6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.
- Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.
- Assisting in the development and implementation of the Operations Centre business plans.
- Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.
- Proposing alternative solutions where established systems are unable to overcome project problems.
- Monitoring the interaction of various disciplines and providing specialist knowledge where required.
- Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.

Key skills

- Demonstrated leadership and management ability.
- Sound technical knowledge.
- Business planning, budgeting and commercial acumen.
- High level consulting and client management skills.
- Proven project management skills.
- An understanding of the business/organisation/marketing context of business solutions.
- Customer service orientation.
- An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

Position Description

Position title: Senior Associate
Position code: Aon.SUR.92000.5
Career level: 5

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Planners and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing complex large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Surveyors at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

Position Description

Position title: Associate
Position code: Aon.SUR.92010.5
Career level: 5

Responsible for

Directing several professional and other groups engaged in inter-related Surveying responsibilities or acting as a Surveying Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Surveyors and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.
- Planning and managing large scale projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.
- Independently identifying programs and problems to be investigated.
- Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.
- Managing and training staff including selection and remuneration of staff.
- Assisting in managing the work financially, technically and contractually.
- Maintaining an industry awareness.
- Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Consulting skills.
- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Surveyors at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

Position Description

Position title: Senior Surveyor
Position code: Aon.SUR.92000.4
Career level: 4

Responsible for

Planning and conducting surveying projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Surveyors, Surveyors, Graduates. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.
- Applying a deeper understanding of Surveying principles to devise and deliver practical and economical solutions to problems.
- Leading and managing small work teams.
- Fostering and maintaining good client relationships.
- Contributing to the overall management and profitability of the discipline.
- Assisting in the management and training of staff, including remuneration and selection.

Key skills

- Proven project management skills (achieving prescribed budget, timeframe and customer requirements).
- Ability to interpret and communicate information of a complex nature.
- Customer service orientation.

Internal contacts

Surveyors at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience and a recognised tertiary qualification in Surveying. Registration as a Surveyor.

Other comments

Position Description

Position title: Experienced Surveyor
Position code: Aon.SUR.92000.3
Career level: 3

Responsible for

Undertaking Surveying tasks of reasonable scope and complexity.

Report to

Senior Surveyor or above.

Supervises

Graduate Surveyors and Surveyors.

Main activities

- Producing designs, documentation reports, proposals and plans to meet client requirements.
- Contributing to project planning and management.
- Producing technical documents and reports within given deadlines.
- Leading/managing small work teams.
- Assuming responsibility for planning and managing resources for small Survey projects or sections of larger ones.
- Applying a deeper understanding of Surveying principles to devise and deliver new approaches in order to solve more complex problems.

Key skills

- Ability to interpret and communicate information of a more complex nature.
- Customer service orientation.
- Ability to lead and manage a small team.
- Project management skills.

Internal contacts

Surveyors at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years relevant professional experience and a recognised tertiary qualification in Surveying. Registration as a Surveyor.

Other comments

This is the first level of direct and sustained supervision of other professional Surveyors or full specialisation in a discipline.

Position Description

Position title: Graduate Surveyor (3-4 years)
Position code: Aon.SUR.92000.2
Career level: 2

Responsible for

Undertaking varied Surveying tasks of limited scope and complexity under the direction and guidance of more senior Surveyors.

Report to

Senior Surveyor or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of Survey plans and topography surveys.
- Analysing and collating data and producing calculations and plans.
- Collecting survey details in the field.
- Using a combination of standard and modified Surveying methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of Surveying principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Surveyors at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a recognised tertiary qualification in Surveying, leading to registration.

Other comments

Position Description

Position title: Graduate Surveyor (2-3 years)
Position code: Aon.SUR.92010.2
Career level: 2

Responsible for

Undertaking varied Surveying tasks of limited scope and complexity under the direction and guidance of more senior Surveyors.

Report to

Senior Surveyor or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of survey plans and topography surveys.
- Analysing and collating data and producing calculations and plans.
- Collecting survey details in the field.
- Using a combination of standard and modified surveying methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills (both verbal and written).
- Ability to independently use basic theoretical knowledge of surveying principles to analyse, interpret and conclude on standard matters or decisions.
- Customer focus.

Internal contacts

Surveyors at all levels.

External contacts

Customers.

Typical experience

2 - 3 years relevant professional experience coupled with a recognised tertiary qualification in Surveying, leading to registration.

Other comments

Position Description

Position title: Graduate Surveyor (1-2 years)
Position code: Aon.SUR.92020.2
Career level: 2

Responsible for

Undertaking Surveying tasks of limited scope and complexity under close supervision.

Report to

Senior Surveyor or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of Survey plans and topography surveys.
- Analysing and collating data and producing calculations and plans.
- Collecting survey details in the field.
- Using a variety of basic Surveying methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to use basic theoretical knowledge of Surveying principles to analyse and interpret information.
- Ability to interpret and carry out instructions.

Internal contacts

Surveyors at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a recognised tertiary qualification in Surveying.

Other comments

Position Description

Position title: Graduate Surveyor (Entry Level <1 year)
Position code: Aon.SUR.92000.1
Career level: 1

Responsible for

Undertaking Surveying tasks of limited scope and complexity under close supervision.

Report to

Senior Surveyor or above.

Supervises

No supervisory responsibilities.

Main activities

- Assisting in the preparation of Survey plans and topography surveys.
- Analysing and collating data and producing calculations and plans.
- Collecting Survey details in the field.
- Using a variety of basic Surveying methods and techniques for the purposes of problem solving.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to use basic theoretical knowledge of Surveying principles to analyse and interpret information.
- Ability to interpret and carry out instructions.

Internal contacts

Surveyors at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a recognised tertiary qualification in Surveying.

Other comments

Position Description

Position title: Senior Associate - Laboratory Manager
Position code: Aon.TEC.93410.5
Career level: 5

Responsible for

Manage the overall day to day operations of a large laboratory and drive its success in terms of staff performance, client satisfaction and financial outcomes.

Report to

Service Line/Regional Manager

Supervises

Laboratory Staff

Main activities

- Develop and maintain strong relationships with internal and external stakeholders along with identifying potential new clients / testing prospects to grow the laboratory.
- Ensuring implementation of appropriate resourcing, performance management, communication and professional development of direct staff.
- Responsible for meeting all financial targets including utilisation, working capital, revenue and gross margin and managing cost control for the laboratory.
- Responsible for producing high quality test work and providing technical direction to subordinates.
- Perform specialist and complex tests, conduct specialised investigations, calibration, instrumentation and surveillance and audit activities as appropriate for particular projects.
- Provide technical advice and minor consultancy to internal and external clients.
- Quality assurance of all tests performed ensuring conformance with National Association of Testing Authorities (NATA) standards.

Key skills

- Interpret physical/mechanical test requirements and perform advanced level physical/mechanical test.
- Underpinning knowledge including the ability to apply and explain principles and practices associated with construction materials testing industry.
- A broad understanding and good working knowledge of the Microsoft Office suite and web based technology.
- Superior communication and negotiation skills; including ability to handle diverse cultures and communication styles.

Internal contacts

Service Line Manager, Laboratory and Field Technicians.

External contacts

Typical experience

10+ years of relevant professional experience coupled with proven experience in leading and managing a team.

Other comments

Position Description

Position title: Associate - Laboratory Manager
Position code: Aon.TEC.93400.5
Career level: 5

Responsible for

Manage the overall day to day operations and drive the Laboratory's success in terms of staff performance, client satisfaction and financial outcomes.

Report to

Service Line/Regional Manager

Supervises

Laboratory Staff

Main activities

- Develop and maintain strong relationships with internal and external stakeholders along with identifying potential new clients / testing prospects to grow the laboratory.
- Ensuring implementation of appropriate resourcing, performance management, communication and professional development of direct staff.
- Responsible for meeting all financial targets including utilisation, working capital, revenue and gross margin and managing cost control for the laboratory.
- Responsible for producing high quality test work and providing technical direction to subordinates.
- Perform specialist and complex tests, conduct specialised investigations, calibration, instrumentation and surveillance and audit activities as appropriate for particular projects.
- Provide technical advice and minor consultancy to internal and external clients.
- Quality assurance of all tests performed ensuring conformance with National Association of Testing Authorities (NATA) standards.

Key skills

- Interpret physical/mechanical test requirements and perform advanced level physical/mechanical test.
- Underpinning knowledge including the ability to apply and explain principles and practices associated with construction materials testing industry.
- A broad understanding and good working knowledge of the Microsoft Office suite and web based technology.
- Superior communication and negotiation skills; including ability to handle diverse cultures and communication styles.

Internal contacts

Service Line Manager, Laboratory and Field Technicians.

External contacts

Typical experience

10+ years of relevant professional experience coupled with proven experience in leading and managing a team.

Other comments

Position Description

Position title: Senior Materials Testing Technicians
Position code: Aon.TEC.93400.4
Career level: 4

Responsible for

Undertaking and reporting on specialist testing and investigations of construction materials.

Report to

Laboratory Manager.

Supervises

Materials Testing Technicians.

Main activities

- Undertaking and reporting on specialist testing and investigations of construction materials.
- Produce high quality test work across the full range of disciplines and assist the Laboratory Manager to provide technical direction to sub ordinates where necessary to comply with relevant standards and practices.
- Perform specialist tests, undertake investigations, calibration, instrumentation and surveillance and audit activities as well as participate in research and development projects.
- Where the opportunity arises, make suggestions and develop local job specific systems to assist in the completion of allocated tasks.
- Provide technical advice to internal and external clients on procedural aspects of testing and investigation methodologies and give interpretation for results from routine project work.
- Analyse test data and draft technical reports.
- Supervise training and mentor technician staff as required to certify all tests performed are in line with National Association of Testing Authorities (NATA) standards.

Key skills

- Interpret physical/mechanical test requirements and perform advanced level physical/mechanical test.
- Underpinning knowledge including the ability to apply and explain principles and practices associated with construction materials testing industry.
- Superior communication and negotiation skills; including ability to handle diverse cultures and communication styles.

Internal contacts

Laboratory Manager and Technicians.

External contacts

Typical experience

Up to 8 years of relevant professional experience.

Other comments

Position Description

Position title: Experienced Materials Testing Technician
Position code: Aon.TEC.93400.3
Career level: 3

Responsible for

Analytical and physical testing of samples in an accurate and efficient manner.

Report to

Team Leader, Supervisor or Laboratory Manager.

Supervises

May Supervise Technician.

Main activities

- Undertake troubleshooting in all areas of competence.
- Allocate job instruction sheets.
- Maintain site working standard.
- Where the opportunity arises, make suggestions and develop local job specific systems to assist in the completion of allocated tasks.
- Occasionally be required to train other staff in the skills of their level or below in areas of competency by means of personal instruction and demonstration, including to assist with the orientation and training of new staff.
- Train other staff in the skills of their level or below in areas of competency by means of personal instruction and demonstration, including to orientate new staff to their role.
- Whilst carrying out own tasks, supervise other employees, where those employees perform a range of straightforward tasks, following set procedures or routines.

Key skills

- Ensures customer satisfaction.
- Ensures efficient, productive, accurate and timely completion of work tasks.
- Responds appropriately to complaints.
- Minimum level of literacy and numeracy skills.

Internal contacts

External contacts

Typical experience

Up to 6 Years of relevant professional experience.

Other comments

Position Description

Position title: Materials Testing Technician
Position code: Aon.TEC.93400.2
Career level: 2

Responsible for

Analytical and physical testing of samples in an accurate and efficient manner.

Report to

Team Leader and/or Supervisor.

Supervises

No supervisory responsibilities.

Main activities

- Adhere to detailed procedures or standardised instructions to perform a range of tasks for which they have been trained.
- Under instruction, occasionally perform some more complex tasks for which detailed procedures or standardised instructions exist and where assistance or advice is readily available.
- Occasionally exercise judgement over task sequencing on a day to day basis.
- Undertake basic troubleshooting in areas of competence.
- Occasionally be required to train other staff in the skills of their level or below in areas of competency by means of personal instruction and demonstration, including to assist with the orientation and training of new staff.
- Solve relatively simple to moderate problems Assistance will be provided for unusual or difficult problems.

Key skills

- Attention to details.
- Ensures efficient, productive, accurate and timely completion of work tasks.
- Adjusts effectively to work within new work structures, processes, requirements or cultures.
- Responds appropriately to complaints.

Internal contacts

External contacts

Typical experience

Up to 4 years of relevant professional experience.

Other comments

Position Description

Position title: Trainee Materials Testing Technician
Position code: Aon.TEC.93400.1
Career level: 1

Responsible for

Analytical and physical testing of samples in an accurate and efficient manner.

Report to

Team Leader and/or Supervisor.

Supervises

No supervisory responsibilities.

Main activities

- Carry out daily housekeeping duties.
- Follow a schedule of task sequencing on a day to day basis.
- Carry out routine clerical functions in respect to timesheets, shift reports and job records.
- Maintain or exceed expected competency benchmark levels, including safety, accuracy and productivity.
- Solve simple problems. Assistance will be provided for unusual or difficult problems.
- Maintain equipment in good operating order.

Key skills

- Attention to details.
- Ensures efficient, productive, accurate and timely completion of work tasks.
- Adjusts effectively to work within new work structures, processes, requirements or cultures.

Internal contacts

External contacts

Typical experience

Successful completion of pre-employment aptitude tests including a minimum level of literacy and numeracy skills suitable to the position.

Other comments

Position Description

Position title: Associate Technical Officer
Position code: Aon.TEC.92300.5
Career level: 5

Responsible for

Planning and managing complex projects, developing and maintaining client relationships, attracting new business and managing less experienced staff.

Report to

Principal or Senior Associate Technical Officer.

Supervises

More junior levels of Technical Officers.

Main activities

- Producing complex Technical reports and quotations within given timeframes to meet client requests.
- Managing and coordinating generalist and specialist staff and resources to ensure the successful completion of complex technical projects.
- Employing a high degree of mature Technical knowledge, autonomy, originality and independent judgment to solve problems and interpret complex information.
- Maintaining and fostering good relationships with clients and developing new business.
- Monitoring and controlling staff performance.

Key skills

- Project Management skills.
- Advanced and specialised problem solving/analytical skills.
- Proven management skills and good communication skills.
- Ability to use specialised Technical knowledge to analyse and interpret information of a complex nature.
- Initiative and a creative approach to problem solving.

Internal contacts

Technical Officers, Engineers, Drafters at all levels, Management.

External contacts

Clients, Suppliers.

Typical experience

8 - 10 years professional experience coupled with a recognised tertiary qualification.

Other comments

Position Description

Position title: Senior Technical Officer
Position code: Aon.TEC.92300.4
Career level: 4

Responsible for

Managing small to medium projects or sections of larger projects and preparing quotations to meet client requests.

Report to

Associate Technical Officer.

Supervises

More junior levels of Technical Officers.

Main activities

- Producing accurate Technical reports and quotations within given timeframes to meet client requests.
- Assuming responsibility for planning, managing resources for and successfully completing small to medium projects.
- Assisting on large and complex Technical projects.
- Utilising specialised Technical knowledge to interpret complex information.
- Performing site inspections and reporting.
- Leading and training a work unit.
- Maintaining and fostering good relationships with clients.

Key skills

- Project Management skills.
- Problem solving/analytical skills.
- Team leading ability and good communication skills.
- Ability to use specialised Technical knowledge to analyse and interpret information.

Internal contacts

Technical Officers, Engineers, Drafters at all levels, Management.

External contacts

Clients, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a recognised tertiary qualification.

Other comments

Incumbents in this role may be acquiring, or may have acquired NATA signatory status.

Position Description

Position title: Experienced Technical Officer
Position code: Aon.TEC.92300.3
Career level: 3

Responsible for

Performing complex Technical tasks and managing small projects under limited supervision, whilst acquiring a more specialised understanding of work procedures.

Report to

Senior Technical Officer.

Supervises

May assist with supervising more junior staff, but not on a regular basis.

Main activities

- Working independently on small projects or parts of larger projects and assisting with complex problem solving.
- Producing accurate Technical reports within given timeframes including specifications and proposals.
- Utilising comprehensive Technical knowledge of established procedures to interpret complex information.
- Using established standards/procedures and more specialised skills for completing work assignments.

Key skills

- Project Management skills.
- Problem solving/analytical skills.
- Good communication skills.
- Ability to use complex Technical knowledge to analyse and interpret information of a standard nature.

Internal contacts

Technical Officers, Engineers, Drafters at all levels.

External contacts

Typical experience

4 - 6 years professional experience coupled with a recognised tertiary qualification.

Other comments

Position Description

Position title: Graduate Technical Officer (3-4 years)
Position code: Aon.TEC.92300.2
Career level: 2

Responsible for

Performing technical tasks under broad supervision, whilst acquiring a comprehensive understanding of standard work procedures.

Report to

Experienced Technical Officer.

Supervises

No supervisory responsibilities.

Main activities

- Working independently on minor projects or assisting with projects requiring complex Technical knowledge.
- Submitting accurate paperwork and reports within given timeframes.
- Employing specialised techniques and procedures to perform standard testing and sampling.
- Using established standards and procedures for completing work assignments.

Key skills

- Project Management skills.
- Problem solving/analytical skills.
- Good communication skills.
- Ability to use comprehensive Technical knowledge to analyse and interpret information of a standard nature.

Internal contacts

Technical Officers, Engineers, Drafters at all levels.

External contacts

Typical experience

3 - 4 years of relevant professional experience coupled with a recognised tertiary qualification.

Other comments

Position Description

Position title: Graduate Technical Officer (2-3 years)
Position code: Aon.TEC.92310.2
Career level: 2

Responsible for

Performing technical tasks under broad supervision, whilst acquiring a comprehensive understanding of standard work procedures.

Report to

Experienced Technical Officer.

Supervises

No supervisory responsibilities.

Main activities

- Working independently on minor projects or assisting with projects requiring complex technical knowledge.
- Submitting accurate paperwork and reports within given timeframes.
- Employing specialised techniques and procedures to perform standard testing and sampling.
- Using established standards/procedures for completing work assignments.

Key skills

- Project Management skills.
- Problem solving/analytical skills.
- Good communication skills.
- Ability to use comprehensive technical knowledge to analyse and interpret information of a standard nature.

Internal contacts

Technical Officers, Engineers, Drafters at all levels.

External contacts

Typical experience

2 - 3 years of relevant professional experience coupled with a recognised tertiary qualification.

Other comments

Position Description

Position title: Graduate Technical Officer (1-2 years)
Position code: Aon.TEC.92320.2
Career level: 2

Responsible for

Performing Technical tasks of a limited scope and routine nature under direct supervision, whilst acquiring a broader understanding of standard work procedures.

Report to

Experienced Technical Officer.

Supervises

No supervisory responsibilities.

Main activities

- Assisting with the collection and preparation of various forms of data including finished products, production samples, waste processes and raw materials.
- Submitting accurate paperwork within given timeframes.
- Employing standard working procedures to perform testing and sampling.
- Using established standards and procedures for completing work assignments.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic Technical knowledge to analyse and interpret information.

Internal contacts

Technical Officers, Engineers, Drafters at all levels.

External contacts

Typical experience

1 - 2 years of relevant professional experience coupled with a recognised tertiary qualification.

Other comments

Position Description

Position title: Graduate Technical Officer (Entry Level <1 year)
Position code: Aon.TEC.92300.1
Career level: 1

Responsible for

Performing simple Technical tasks of a routine nature under direct supervision and undergoing training in various field or laboratory work.

Report to

Experienced Technical Officer.

Supervises

No supervisory responsibilities.

Main activities

- Assisting with the collection and preparation of various forms of data including finished products, production samples, waste processes and raw materials.
- Submitting accurate paperwork within given timeframes.
- Employing basic Technical knowledge to perform testing and sampling.
- Gaining knowledge of the appropriate standards/procedures for completing work assignments.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic Technical knowledge to analyse and interpret information.

Internal contacts

Technical Officers, Engineers, Drafters at all levels.

External contacts

Typical experience

Up to 1 year of relevant professional experience coupled with a recognised tertiary qualification.

Other comments