POSITION DESCRIPTION

Electrical Engineering Officer

LOCATION: NEWCASTLE

ROLE PURPOSE

Electrical Engineering Officer provides practical engineering capabilities within the Engineering Team. The key focus of the position is to deliver small projects, assist in the delivery of complex engineering tasks and to provide medium level fault finding capabilities.

REPORTING RELATIONSHIPS

Position Reports to:	Senior Electrical Engineer	
Roles Reporting to this position: (D) Direct (ID) Indirect	– N/A	
Key Stakeholders:	**Internal:** – Engineers – E/M Supervisors – Maintenance Superintendent – Technicians – Maintenance Planners – Logistics Planners	**External:** – Contractors – Consultants

KEY ACCOUNTABILITIES & RESPONSIBILITIES

Major Accountabilities		Measures of Success
1.	**Health, Safety and Environment** • Demonstrate leadership across all Health, Safety, and Environment (HS&E) practices. • Contribute to HS&E systems development and implementation. This covers: – A Safety Management System – Safe systems of work – Effective induction – Effective auditing systems – Management Leadership • Support and actively contribute to NCIG's broader community and environmental initiatives.	• Proactive and visible leadership across all HS&E practices. • Consistent commitment to a zero-harm approach with all Workers, project teams, contractors, and external providers. • Safety-first execution of all works. • Effective utilisation of NCIG's Safety Management system. • Active participation in HSEC interactions. • Demonstrated auditable compliance with policies, systems, and statutory requirements. • Training and site inductions are maintained and up to date.

Major Accountabilities		Measures of Success
	• Ensure a risk-based approach is adopted during system/architecture design and development activities which is auditable and demonstrates due diligence.	• Contribution to meeting community expectations and NCIG's social responsibility objectives. • Auditable risk management process during design and development process.
2.	**People Leadership** • Role model NCIG's values and professional behaviours. • Be an effective member of the NCIG Assets Team. • Provide technical support in the electrical engineering discipline. • Provide project leadership for assigned tasks.	• Consistent demonstration of organisational values and leadership behaviours. • Regular communications with all team members. • Participation in: – Team development – Performance Reviews – Open & effective communication – Co-operative working practices – Development of constructive relationships
3.	**Technical & Plant Support** • Participate in failure investigations. • Support the business by providing medium level fault finding capabilities. • Devise and co-ordinate trials for plant improvement. • Support shutdown activities for engineering tasks by providing technical coverage. • Assist in location of drawings and documents. • Provide advice to the maintenance and operations departments. • Implement T-card projects. • Identify and fault find complex repetitive failures. • Provide coaching and support to technicians regarding equipment and plant issues.	• Investigation Reports. • Timely repair of complex breakdowns. • Well supported implementation of engineering projects. • Plant equipment availability and reliability as per target.
4.	**Project Management** • Carry out small to medium engineering projects – individually, as part of a team or in a project management capacity.	• Projects delivered to required quality, on time and budget.

Major Accountabilities		Measures of Success
	• Correctly apply the concepts and tools of the Project Management Framework to ensure correct project governance. • Co-ordinate and participate in project commissioning activities. • Ensure that as built documentation is provided.	
5.	**Functional Safety Testing** • Schedule and co-ordinate the Functional Safety Testing required across site. • In conjunction with the Control Systems Shift Engineers carry out the scheduled testing required to maintain compliance with functional safety system requirements.	• All functional safety testing completed as per CMS schedule.
6.	**Contractor & Consultant Support** • Manage contractor activities in a cost-effective manner with safety excellence. • Close liaison with Maintenance Supervisors and Planners. • Ensure contractors' work meets statutory and site requirements for safety, environmental and maintenance standards.	• Contractor performance meets specification conditions. • Contracts tendered and executed on schedule. • Competitive cost of tenders. • Safe work performance. • Implementation & maintenance of performance monitoring systems. • Cost effective use of human resources.
7.	**Stores & Supplies** • Assist to identify and recommend stores stock holdings and external spares suppliers. • Close liaison with supply/commercial staff. • Assist in QA/QC, and expediting, of manufactured spare parts.	• Min/max levels appropriate for plant needs. • Supplies and suppliers of high-quality value for money. • Constructive and productive relationship with commercial and operations staff.

SKILLS, EXPERIENCE & QUALIFICATIONS

- Completion of electrical trades certificate or higher tertiary qualification.
- Current Electrical Licence.
- Current NSW drivers' licence.
- Experienced in industrial or heavy industry.
- Strong communication, leadership and influencing skills.
- Demonstrated commitment to occupational health and safety.
- Commitment to continuous improvement.
- Advanced problem-solving capability with practical solutions.
- Trouble shooting and engineering experience with:
  - Conveyor drive systems and general maintenance
  - Large mobile machines
  - Hydraulic power packs
  - Pumping systems
  - Sampling systems
  - Use of SCADA and Historian to analyse long term and short-term data
  - LV & HV Distribution Systems
  - Variable Speed Drives
  - PLCs and SCADA System configuration
  - Control System instruments and devices

PERSONAL ATTRIBUTES

Personal qualities of integrity, commitment and the capacity to relate effectively to both internal and external stakeholders are primary prerequisites.

Other key attributes include:

- Strong analytical and problem-solving skills
- Strong planning and organisational skills
- Well-developed communications skills
- Practical know how
- Flexible approach to work tasks
- Respect amongst peer group
- Action oriented
- Effective team member
- Business acumen
- Customer focused

VALUES & BEHAVIOUR

At NCIG, our values are the principles that guide how we live, work and make decisions every day. Our values shape our culture, inform our behaviours, and are reflected in the way we interact with each other, our partners and the community.

we *care,* every day

Our, people, customers and community matter to us

we're *proud* of what we do

Our expertise and commitment deliver results

great today, *better* tomorrow

Always embracing change to improve

together we are NCIG

Love our work and succeed as a team