

# Job and Person Specification

**Title of Role:** Principal Mechanical Engineer      **Remuneration Level:** PO3  
**Business Unit:** Primary Industries, Resources  
Country Compliance & Engineering      **Type of Appointment:** Ongoing  
**Division:** SafeWork SA      **Position Number:** [REDACTED]

## Job and Person Specification Approval

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### Primary Purpose

The primary purpose of the Principal Mechanical Engineer is to provide high-level mechanical engineering support services: technical regulatory advice, review of high-risk plant design and item registrations, WHS compliance, enforcement and prevention activities in the areas of plant safety and machine safeguarding. This may involve workplace inspections; assist field inspectorial staff in the investigation of incidents involving complex plant / mechanical systems, provide high-level written advice / reports and correspondence.

### Reporting Relationships

- Chief Advisor Engineering

### Key Relationships/Interactions

- Team Managers and staff across the business unit
- Key senior personnel in public and private industries
- Employer and worker associations / stakeholders
- Government agencies, statutory organisations including ReturnToWorkSA and educational institutions

### Key Challenges

- Seeking new innovative initiatives
- Keeping abreast of market trends on plant and mechanical safety systems, developments and legislative changes to meet current and future organisational needs
- Identifying learning and training opportunities

### Special Employment Conditions

- Some out of hours work and intra/interstate travel may be required with overnight absences
- Required specialist or high level skills, knowledge or experience in mechanical engineering
- Must possess a current motor vehicle driver's licence
- Inspector gazettal under relevant legislation administered by this Department is a requirement
- May be assigned to other teams/locations within the Department to perform work of a similar nature appropriate to the classification either on a temporary or ongoing basis



**AGD Conditions**

- Participation in bi-annual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

**Flexible Working Arrangement Options**

- Flexitime arrangements are available in this role.
- Part time working arrangements are available in this role.
- Job Sharing arrangements are available in this role.
- Compressed weeks arrangements are available in this role.
- Work from home or telework arrangements are available in this role.
- Remote working arrangements are available in this role.

**Responsibilities**

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Principal Engineer - Mechanical is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
High risk plant	<ul style="list-style-type: none"> <li>• Audit design registration applications</li> <li>• Audit plant registration applications</li> <li>• Undertake plant safety compliance &amp; improvement activities</li> </ul>	<ul style="list-style-type: none"> <li>• Consistency, Quality and Timeliness of service delivery</li> </ul>
Problem solving involving complex technical, organisational and operational issues	<ul style="list-style-type: none"> <li>• <b>Investigate plant or machinery failure, and related work process failure</b></li> <li>• Undertaking, coordinating and/or case managing significant investigations</li> <li>• Project management, project design, development, implementation and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Root-cause analysis and review of effective control measures to prevent recurrence of similar incident</b></li> <li>• Sharing of learning with the inspectorate</li> <li>• Consistency, Quality and Timeliness of reporting</li> </ul>
Mechanical engineering specialist support	<ul style="list-style-type: none"> <li>• Technical regulatory advice on WHS compliance</li> <li>• Enforcement and prevention activities in the areas of plant safety and machine safeguarding</li> <li>• Undertake workplace visits and inspections</li> <li>• Liaising with internal and external stakeholders</li> <li>• Identifying, developing and implementing training and development programs on plant safety</li> </ul>	<ul style="list-style-type: none"> <li>• Consistency, Quality and Timeliness of service delivery</li> <li>• Applying relevant technical and contextual knowledge on case merit</li> </ul>



<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Responsible and accountable for adhering to the requirements of the WHS Act 2012; WHS Regulations 2012; the Equal Opportunity Act 1984; PS Act 2009; Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures;</li> <li>• Keep accurate and complete records of business activities in accordance with the State Records Act 1997.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation and contribution in responsible and safe work practices.</li> <li>• Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department;</li> <li>• Documents and correspondence filed according to States Records Act, 1997.</li> </ul>
<b>Contribute to Culture</b>	<ul style="list-style-type: none"> <li>• Actively participate and contribute to responsible and safe work practices;</li> <li>• Embrace diversity and cultural differences in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Work practices are safe and WHS legislation, policies and procedures are adhered;</li> <li>• Respectful behaviour observed when faced with diversity and differences in opinion.</li> </ul>

## Technical Expertise

### Qualifications, Skills, Knowledge and Experience relevant to the role

<b>Technical Expertise (Essential)</b>	<ul style="list-style-type: none"> <li>• Professional Engineer (Mechanical), degree or equivalent</li> <li>• Good working knowledge of hazards and risks associated with plant and equipment, including general knowledge of control systems</li> <li>• Understanding of legislative requirements for Plant within the WHS legislation</li> <li>• Demonstrated experience in the use and interpretation of Australian Standards associated with the design of plant</li> <li>• Experience in undertaking research and analysis of complex technical / engineering data</li> <li>• Demonstrated ability to understand auditing process, liaising with, and, when necessary, auditing in a multi-disciplinary environment</li> </ul>
<b>Technical Expertise (Desirable)</b>	<ul style="list-style-type: none"> <li>• Experience in dealing with complex and emerging issues</li> <li>• Project management capabilities</li> <li>• Experience with safety critical elements of complex machineries and mechanical subsystems in industrial automation and control</li> </ul>

## Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the Principal Mechanical Engineer. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.



	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
<b>Strategic</b>	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
<b>Tactical</b>	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
<b>Operational</b>	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
<b>Foundational</b>	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Element	Behaviours
<b>Strategic Focus (Operational)</b>	<ul style="list-style-type: none"> <li>• <b>Supports strategic direction and plans</b></li> <li>• Identifies and manages risk as appropriate and escalates as necessary</li> <li>• <b>Contributes to the drive for change and innovation</b></li> <li>• Adapts quickly to changing and emerging priorities</li> </ul>
<b>Results Orientation (Tactical)</b>	<ul style="list-style-type: none"> <li>• <b>Critically evaluates the problem in its entirety before identifying and implementing best possible solution</b></li> <li>• Confidently makes decisions showing good judgement</li> <li>• Effectively prioritises and re-negotiates tasks as needed</li> </ul>
<b>Service Delivery Excellence (Operational)</b>	<ul style="list-style-type: none"> <li>• <b>Identifies and raises awareness of trends, potential problems and opportunities</b></li> <li>• Uses capability and expertise of the workgroup to achieve outcomes</li> <li>• <b>Identifies and delivers high quality internal and external customer service</b></li> <li>• Utilises available internal and external resources for optimal outcomes</li> </ul>
<b>Relationship Management (Tactical)</b>	<ul style="list-style-type: none"> <li>• Represents the agency/public sector effectively in public /government forums</li> <li>• <b>Effectively identifies, manages and resolves conflict</b></li> <li>• Maintains awareness of the political context and acts accordingly</li> <li>• <b>Develops effective working relationships with internal and external networks</b></li> <li>• Appropriately identifies and collaborates with relevant stakeholders</li> <li>• Shares information and knowledge</li> <li>• Tailors approach and communication style to suit the situation and audience</li> <li>• Actively listens and communicates in a clear and concise manner</li> </ul>
<b>Professional approach and drive (Operational)</b>	<ul style="list-style-type: none"> <li>• <b>Promotes a culture of respect and high ethical standards</b></li> <li>• Supports diversity and uses this to enhance outcomes</li> <li>• <b>Maintains professionalism &amp; confidentiality when dealing with sensitive issues</b></li> <li>• Constructively expresses own views and respects the views of others</li> <li>• Looks for opportunities to engage in development activities</li> </ul>

Acknowledged by  
occupant

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(Print name)

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(Signature)



Acknowledged by line  
manager

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