



Candidate Prospectus

Project Engineer



shepherdservices.com.au

Leaders in Regional Roads Management and Disaster Recovery Systems



Driven Different

At SHEPHERD, we do things differently.

We work alongside regional and remote councils to solve complex challenges with practical advice, quality data and systems that work on the ground.

Our foundations are in road asset management, where we developed RACAS® to give councils a better way to understand and manage their networks.

In 2016, we expanded into civil project delivery and disaster recovery, supporting councils through flood restoration and critical infrastructure projects.

Since then, we have continued to grow into a multidisciplinary team delivering integrated services across asset management, GIS and civil.

Our focus has always been the same. Helping councils make informed decisions that stand up in the real world.

For further information please visit www.shepherdservices.com.au



The SHEPHERD Way

At SHEPHERD, we're Driven Different. We show up when it counts and focus on the work that matters for regional communities.

For our team, that means how we work, how we show up and what we hold ourselves accountable to:



Speak with Purpose

Say the things that matter, clearly and respectfully.



Integrity with Care

Support, challenge and look out for each other.



Grow Strength Together

Build capability, work together and leave our clients stronger.



Build Better Communities

Strengthen, sustainability, resilience and deliver positive outcomes.



Improve What Matters

Challenge the norm, make a real difference and deliver with discipline.



What Drives Us

We work on what matters. Roads, assets, and recovery for regional and remote communities.

We're motivated by solving complex problems with practical advice, quality data and systems that work in the real world.

We back our people and take pride in the work we deliver, because it has a direct impact on the communities our clients serve.



Why SHEPHERD?



We Link Engineering & Finance
Connecting asset decisions with real outcomes.



We Go Beyond Compliance
Real solutions that make a difference.



We Build Capability
Helping councils grow their internal capacity.



We're Ready to Mobilise
Supporting clients when it matters most.



We Focus on What Works
Practical solutions, not theory.



We Deliver Quality Data
Accurate, relevant data that supports better decisions.

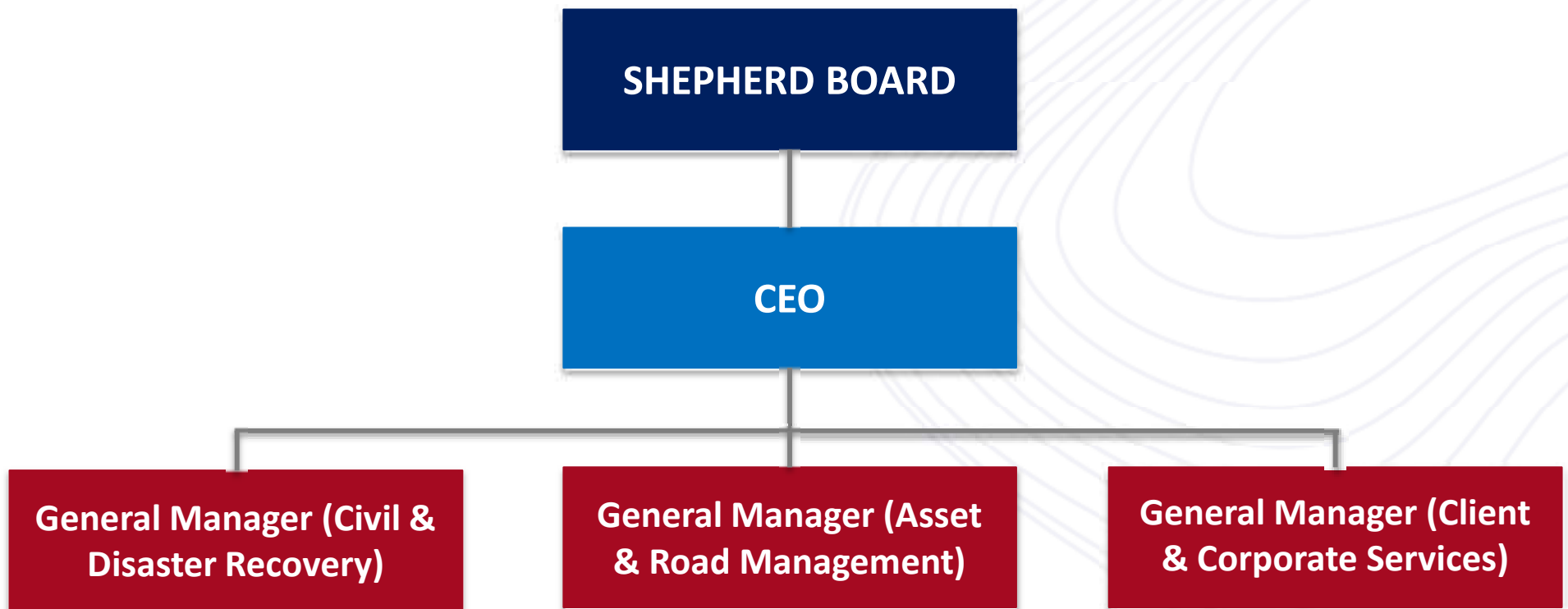


Our Customers

At SHEPHERD, we work with councils and government agencies across Australia – from coastal regions to some of the most remote road networks in the country.



Organisation Structure



Project Engineer

Reports to:
**Civil Engineering Services
Manager**

Employment Type:
Fixed Term

Work arrangement:
Full-Time – Hybrid

Overview

The Project Engineer is responsible for coordinating and contributing to the delivery of civil infrastructure projects within DRFA and local government environments. The role ensures engineering outputs, project documentation and contract activities are accurate, compliant and aligned with funding and delivery requirements. Working closely with Project Managers, councils and contractors, you will take ownership of key project components, drive coordination across stakeholders and proactively manage risks to support efficient, defensible project outcomes.

Knowledge, Skills & Qualifications

Essential

- Degree qualified in Engineering (Civil or related) with 2-5 years' experience in civil infrastructure, construction or disaster recovery environments.
- Proven ability to coordinate and contribute to project delivery, including engineering documentation, QA and contract administration
- Strong technical capability to interpret drawings, specifications and schedules of rates, with sound judgement and attention to detail
- Ability to manage competing priorities, take ownership of deliverables and coordinate across multiple stakeholders
- Strong communication skills, with the ability to engage effectively with clients, contractors and internal teams
- Proficiency in Microsoft Office and project/document management systems, with a proactive, solutions focused approach
- A Working with Children Check
- A Police Check
- Valid C Class driver's licence.

Desirable

- Experience delivering projects within DRFA-funded or similar local government environments
- Familiarity with audit, compliance and evidence requirements
- Experience with asset management systems, GIS platforms, or schedules of rates and quantity validation
- Experience working within structured project controls, reporting frameworks or governance processes



Why this Role?

- This position offers an exciting and unique opportunity to work on various projects across various locations in Queensland, New South Wales & Victoria, to deliver large-scale civil construction projects and natural disaster restoration work.
- This could be the lifestyle change you have been seeking where you can have an adventure while working.
- Unlike other organisations, you will also be paid door to door and not simply just when you are 'on the job'. It would be ideal if you live near a major regional airport to allow for easier travel.
- Personal circumstances that allow for working away from home will be necessary.
- Attractive remuneration package, including allowances, paid travel time and uniforms will be supplied.



Additional Information

- Total FTE working at SHEPHERD number 75 (50 full time, 14 part time, 11 casual)
- You will be providing engineering oversight to all areas of Civil and Disaster Recovery projects, along with ensuring SHEPHERD is recognised as a leader in Disaster Recovery Services within the industry, leveraging contemporary and innovative procurement and contract management documentation and processes to deliver timely and cost-effective delivery solutions to our clients.
- You will have the ability to travel to various project sites, along with strong communication and interpersonal skills to connect with our clients, providing sound advice and recommendations on innovative solutions.
- This is an organisation where staff are positive and proactive and importantly, one where the Directors are hands on and focused on the well being of staff, clients and the broader team vs just the \$'s. People actually want to come to work, they are invested in what they do and subsequently enjoy their roles and the contributions they make. Whilst this may be almost unheard of in most workplaces today, it is a genuine reality at SHEPHERD.
- If you enjoy working in local government then this position will give you similar scope without all the 'red tape'.
- This is an opportunity to be a part of a progressive and contemporary organisation.



Remuneration and Benefits

- The cash component will be between \$50 - \$60 per hour + Super depending on skills and experience (note this will be a flat rate for all hours worked). Timesheets are submitted each week.
- Mobile phone allowance of \$62.00 / month (paid fortnightly).
- Working away from Home Allowance of \$100/night when travelling.
- Paid travel to and from your base to project location
- Provision of IT equipment for work purposes.
- 4 weeks annual leave and 10 days personal leave.
- Uniforms will be provided in accordance with company policy.



Tools that won't hold you back: quality vehicles, reliable equipment, and access to systems like RACAS®, GIS platforms, and proprietary DRFA tools.



Straightforward, competitive pay: market-aligned remuneration, travel support, door-to-door time, and accommodation when you need it.



A team that backs each other: respectful, inclusive, and aligned to our Shared Standards in how we show up every day.



Work that actually matters: projects that improve infrastructure, resilience, and outcomes for regional communities who feel the impact.



Flexibility that works: remote options, field-friendly arrangements, and support to set yourself up properly at home or on the road.



Room to grow and stretch: opportunities across engineering, GIS, valuations, DRFA, asset accounting, and project delivery.



Recruitment Process

Assessing Applications

SHEPHERD will review applications as they are submitted and will determine a shortlist of suitable candidates. Only shortlisted candidates will be contacted, and interviews will be arranged with the Company's panel. SHEPHERD reserves the right to close the position earlier than advertised.

Privacy information

Privacy Information: SHEPHERD SERVICES is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Company Officers, including Human Resources, interview panels and hiring managers.



Recruitment Background Checking Requirements

Our next steps following the interview process:

1. Reference Checks

SHEPHERD requires at least two reference checks to be completed. The candidate will be required to provide the contact details for two recent employment referees, with at least one being someone that they directly reported to in their position.

2. Qualification and Registration Verifications

SHEPHERD will undertake qualification verifications for any qualifications that have been stated in the candidate's application. Contact is made directly with the relevant organisations to verify qualifications. This can also include a check on the status of a driver's licence.

4. National Police Check

The candidate must provide a current national police check (dated within the previous three months).

5. Working With Children Check

The candidate must provide a current working with Children Check in any Australian State or Territory which they will perform work.

5. Pre-Employment Medical

The candidate will be required to complete a pre-employment medical assessment, which includes drug and alcohol screening.

6. Psychometric or DiSC Assessment

The candidate may be required to undertake a Psychometric or DiSC assessment, dependent on role.



Contact

Reach out for more information:

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POSITION DESCRIPTION

BUSINESS UNIT:
Civil & Disaster Recovery

REPORTING TO:
Civil Engineering Services Manager

PROJECT ENGINEER



POSITION PURPOSE

Provide technical, engineering and contract administration support that enables safe, compliant and cost-effective project delivery. Coordinate engineering outputs, project controls and contract administration to achieve successful client and funding outcomes.



ROLE SNAPSHOT

You turn project plans into practical delivery. Working alongside Project Managers, contractors and clients, you provide technical expertise, manage contracts and keep projects moving safely, efficiently and in compliance with funding and engineering requirements.

KEY OUTCOMES



TECHNICAL SOLUTIONS

Deliver practical engineering solutions & advice



CONTRACT ADMINISTRATION

Manage contract obligations & project documentation



QUALITY ASSURANCE

Maintain engineering quality & technical standards



COMPLIANCE

Maintain funding, contractual & audit compliance



STAKEHOLDER RELATIONSHIPS

Build collaborative & trusted stakeholder relationships

KEY ACCOUNTABILITIES



TECHNICAL DELIVERY

- Provide technical support across assigned projects.
- Deliver practical engineering solutions and technical advice.
- Prepare and review engineering documentation.
- Interpret engineering drawings, specifications and schedules of rates.
- Resolve technical issues and provide practical recommendations.



CONTRACT ADMINISTRATION

- Administer contracts, manage variations, RFIs and progress claims.
- Maintain accurate contractual documentation.
- Ensure compliance with contractual obligations.
- Monitor contract performance and compliance.



PROJECT CONTROLS

- Support project planning and scheduling.
- Monitor project progress, budgets, variations and commitments.
- Identify and manage technical and commercial risks.
- Maintain accurate project data and documentation.



QUALITY & COMPLIANCE

- Ensure evidence and documentation meet DRFA & funding requirements.
- Support audit preparation and compliance activities.
- Undertake technical quality assurance and reviews.
- Promote a culture of safety and quality in the field.



TEAM SUPPORT

- Mentor & support junior engineers, project managers, inspectors and project team members to build technical capability.
- Collaborate with internal teams to deliver outcomes.
- Assist the Project Managers in all aspects of delivery.

ESSENTIAL REQUIREMENTS

- Degree qualification in Civil Engineering or related discipline with 2-5 years' experience delivering civil infrastructure, construction or disaster recovery projects.
- Demonstrated experience coordinating engineering activities, contract administration and project delivery.
- Strong understanding of civil construction methods, specifications, drawings and engineering standards.
- Experience interpreting contracts, schedules of rates and project documentation.
- Demonstrated ability to manage competing priorities and coordinate multiple projects and stakeholders.
- Well-developed communication and stakeholder engagement skills, with the ability to build effective relationships with clients, contractors and project teams.
- Demonstrated digital literacy, including Microsoft Office and project management systems.
- Current Construction Industry White Card
- Valid Class C Driver's Licence
- Criminal History Check (valid within 3 months)

DESIRABLE REQUIREMENTS

- Experience delivering DRFA, local government or state-funded infrastructure projects.
- Knowledge of funding compliance, audit and evidence requirements.
- Experience using asset management systems, GIS platforms and schedules of rates.
- Experience supporting multidisciplinary project teams.

Success Measures

- ✓ Technical deliverables completed accurately and on time
- ✓ Contract administration completed efficiently and compliantly
- ✓ High-quality engineering outcomes supporting successful project delivery
- ✓ Technical risks identified and managed proactively
- ✓ Collaborative working relationships that support successful outcomes
- ✓ Safe work practices maintained at all times

SHARED STANDARDS



SPEAK WITH PURPOSE

Say the things that matter, clearly and respectfully



GROW STRENGTH TOGETHER

Build capability, work together and leave our clients stronger



INTEGRITY WITH CARE

Support, challenge and look out for each other



IMPROVE WHAT MATTERS

Challenge the norm, make a real difference and deliver with discipline



BUILD BETTER COMMUNITIES

Strengthen sustainability, resilience and deliver positive outcomes



TECHNICAL EXPERTISE. PRACTICAL SOLUTIONS. TRUSTED OUTCOMES.

We engineer practical solutions that deliver real outcomes.

