

## EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

### Engineering

#### EXAMPLE 1

##### PROFILE / OBJECTIVE

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I am a professional Communications Engineer with a strong technical, project management and commercial background in the telecommunications industry, in particular with the latest radio frequency (RF) and related IT technologies. I also have specialist expertise in the management of telecommunications infrastructure (for carriers, third parties and government agencies) and working in the Emergency Services Sector across Victoria.

I am seeking a position as a Project or Telecommunications Engineer which will use my extensive expertise in radio, together with my considerable skills in project, contracts and infrastructure management with the Victorian Government.

##### SKILLS & ATTRIBUTES

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###### Technical

- Radio frequency (RF) technology, including P25, cellular, microwave, ISM, confined coverage (buildings and tunnels, VHF to 3G), paging, satellite, 2-way and HF
- Information technology (IT), including VoIP, RoIP, modems, servers and routers
- Complex telecommunications system definition, specification, design, implementation and integration with IT networks
- Marine radio systems, involving SOLAS international standards
- Extensive background in Emergency Service Organisations (ESO's), including Country Fire Authority (CFA), Department of the Environment, Land, Water & Planning (DELWP), Coast Guard, SES and Victoria Police

###### Project and Stakeholder Management

- Practical knowledge of MS Project and PMBOK, also an appreciation of PRINCE2
- Gathering and collation of stakeholder requirements at all levels, including briefings to community groups and the production of communications for social media
- Preparation of project management plans, estimates, resource profiles, work breakdown structures (WBS's) and responsibility assignment matrices RAM's
- Production of detailed Scope of Work (work package) documents
- Organising the project team to deliver the agreed outcomes of all stakeholders
- Risk assessment and mitigation in accordance with Australian Standard AS 4360

###### Commercial

- In depth understanding of telecommunications infrastructure, as well as site leasing with major carriers, third parties and other facilities management organisations
- Contracts and Bid management, including requests for tender (RFT's), expressions of interest (EOI's) and Site Access Agreements
- Well-developed customer liaison expertise in identifying customer needs in order to prepare tailored solutions

###### Communication and interpersonal

- A confident public speaker with proven written and oral communications capabilities
- The ability to liaise at all levels and to a wide range of audiences internally and externally
- A motivated individual who seeks results as a proactive and resourceful team player
- A cheerful disposition, ethical, outgoing and approachable

# Engineering

## EXAMPLE 2

### PROFILE

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My successful career across State and Local Government has been built on an Engineering Degree (Civil) and Post Graduate Business and Management qualifications. Progression through operational and managerial roles, culminating in the position of Director Network Planning & Policy at XXXX, enabled me to develop a highly competent management style, complemented with proven expertise in strategic planning, advocacy, public policy development, infrastructure management and delivery of technical services and projects.

### CARRER OBJECTIVE

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I am seeking an executive or general management role in government or civil engineering that will best utilise my significant management skills, experience and knowledge of project management, strategy development, infrastructure, asset lifecycle and stakeholder management.

### SKILLS & ATTRIBUTES

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#### Strategic Planning and Policy

- High level policy advice to Government and senior executives
- Extensive understanding of Victorian Public Sector strategic planning and priority infrastructure projects
- Policy development, planning and lifecycle management of transport and civic assets
- Development and management of Government strategies, programs and budgets
- Asset planning, modelling and developing long term capital programs
- Well practiced in the preparation and implementation of business plans for infrastructure services

#### Project Management and Performance

- Successfully leading and managing professional teams to achieve high level outcomes
- Management of civil design, project delivery and professional service contracts
- Strong technical engineering and financial acumen
- Business case development and successful funding submissions
- Proficient in the development of business systems to improve organisation outcomes

#### Leadership and Business Management

- Demonstrated team leadership style that engages staff and delivers optimal performance through collaboration and teamwork
- Coaching, mentoring and development of team members at all levels to build organisation capacity
- Well practiced in the preparation and management of annual budgets and long term business strategies and programs to achieve agreed performance targets
- Ability to identify and lead change and continuous improvement initiatives
- Adept in managing safety, risk, compliance and company reputation

#### Interpersonal and Collaboration

- Wide-ranging stakeholder relationships across government and in related service industries
- Vast experience establishing, networking and collaborating with key stakeholders
- Preparing complex technical and business reports, and presentations for Ministers, senior leadership teams, industry and community representatives and public forums
- Highly developed conceptual, analytical and problem solving abilities
- Committed and focused on delivering timely beneficial results for all stakeholders

# Engineering

## EXAMPLE 3

### PROFILE

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An Electronic Engineer and dedicated rolling stock professional with experience in both private and public sectors. Recent achievements include leading a multi-discipline team of engineers and commercial professionals to achieve early delivery of a \$1.5b procurement program of new E-class trams, metropolitan X'Trapolis trains and regional Velocity trains (including regional maintenance depot, stabling and refuelling work packages) for the State of Victoria. The role involved leading the branch through all phases of the asset lifecycle during times of significant organisational change, encompassing both commercial and technical aspects of program delivery and asset management from business case development to asset disposal.

Partnerships were also formed with rolling stock operators and suppliers to develop asset management strategies, negotiate new maintenance contracts and deliver major modification and refurbishment projects across the three rail modes, significantly improving accessibility, amenity, availability and reliability of existing fleets, doubling the reliability of targeted fleets and receiving positive passenger and state media attention.

### CARRER OBJECTIVE

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I am seeking a position as a General Manager Projects or Asset Management with a public transport operator, agency or supplier which will utilise my leadership, project delivery and technical experience. Alternatively a challenging position as a Project Director or Senior Project Manager which will offer scope for career advancement.

### SKILLS & ATTRIBUTES

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- Mature leadership approach with emphasis on developing and empowering direct reports
- Highly effective communicator skilled in briefing executives, boards and government
- Analytical problem solver experienced in resolving complex commercial and technical challenges
- Experienced deliverer of high-value high-risk rolling stock & infrastructure programs
- Commercial acumen applied to large contract negotiations delivering operational and cost efficiencies
- Team player able to quickly establish rapport and shared objective among diverse stakeholder groups
- Systems approach to asset investment and change management to ensure optimal benefit realisation
- Strategic focus to identify return on investment period and inform key investment decisions
- Knowledgeable engineer familiar with light and heavy rail transport network demands and challenges
- Extensive network of rail industry peers and partners across private and public sectors
- Risk-based approach to evaluating options with attendant reliability, availability, safety or cost impact
- Highly motivated, conscientious and dependable with a strong focus on delivering results

# Engineering

## EXAMPLE 4

### PROFILE

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An accomplished Principal Civil Engineer with over 20 years' experience in project management and business development, working with government and private sector clients nationwide. Experienced on infrastructure projects ranging from master planning and technical advice to detailed designs of roads, drainage, water sensitive design and utility coordination.

Passionate individual with proven civil design and management experience, extensive knowledge of relevant Australian Standards and regulations possessing the required registration and professional accreditations.

A constructive and reliable leader with a passion to engage in the creative and innovative development of engineering technology and continuous improvement systems, including training and mentoring junior team members.

### CAREER OBJECTIVE

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I am seeking a Principal Engineering or Project Management role with a focus on roads and drainage systems in a reputable Consulting firm to utilise my significant engineering skills that can contribute to the growth of the organisation.

### SKILLS & ATTRIBUTES

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#### **Project Management & Leadership**

- Coordinating Civil Group resources to meet agreed plans, budgets, and performance levels
- Preparing job proposals, including identification of resources to meet agreed programs, budgets and performance levels for review and signing by Executive Management
- Strong project management disciplines and understanding of all phases of a development project from planning through to design and delivery

#### **Technical & Operational**

- Adept at understanding control systems and developing technical investigations
- Analytical problem-solving and ability to develop innovative and creative solutions in a complex multiple project management environment
- Prepare engineering designs for various civil, road and drainage projects in accordance with the relevant Australian and Victorian standards and codes of practice
- Exercising sound judgement contributing to the design and development of engineering solutions, identifying constraints, opportunities and buildability issues
- Advanced IT literacy, high level competency with computer-aided design equipment and software (AutoCAD and 12D or Civil 3D)

#### **Communication & Interpersonal**

- Excellent written and verbal communication, ability to read, analyse and interpret technical documents, and produce effective documentation
- Collaborating within a team environment, communicating concepts/ideas to technical and non-technical stakeholders to deliver project outcomes
- Developing strong relationships with existing clients, potential new clients and a drive to win work

# Engineering

## EXAMPLE 5

### PROFILE

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A methodical, results-oriented Registered Professional Engineer with 12 years' experience in power systems, automation and controls. Having worked in small and large infrastructure projects in the private and commercial sectors, I possess excellent experience in developing detailed and cost-efficient designs to enhance business efficiency, plan and conduct projects of a complex nature. I've supported teams of 5-18 people in understanding control systems and developing technical investigations and thrive on personal development and growth to become better versions of ourselves.

### CAREER OBJECTIVE

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A qualified, motivated and focused Principal Civil Engineer seeking a challenging role as a Project Manager/Principal Engineer in a reputable company to utilise my recognised engineering and leadership skills. I am flexible and adaptable to change, with a proven ability to manage the technical delivery of complex projects to success through communicating effectively with diverse stakeholders at all-levels.

### SKILLS & ATTRIBUTES

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#### Leadership & Project Management

- Lead a variety of divergent engineering activities within the discipline, direct technical professionals towards completion of the project and manage the technical delivery of projects of complex nature
- Provide technical supervision, guidance and mentoring to employees in the relevant service line
- Strong industry and consultancy experience across advisory, design and delivery
- Project management leadership with the ability to delegate, monitor efficiency, and quality control

#### Technical & Operational

- Leveraging strong command of modern technologies, programs and industry best practice to design and maintain mechanical equipment, industrial processing systems and tools
- Deliver technically excellent client solutions in line with strategic direction
- Comprehensive understanding of engineering principles and direct technical professionals engaged in inter-related engineering responsibilities
- Analytical skills, computer-aided design software including AutoCAD, Civil 3D, Automation, MATLAB, AutoCAD, electrical Design, C (Programming Language), Programmable Logic Controller (PLC)
- Create plan for implementing electrical designs, calculate data and determine cable, breaker and transformer sizing
- Strong knowledge of technical safety standards, systems, procedures and practices, organizational approach to risk management and mitigation
- Create medium-high voltage designs for commercial and residential premises
- Exercising sound engineering judgement whilst contributing to the design and development of engineering solutions, identifying constraints, opportunities and buildability issues

#### Communication & Interpersonal

- Well organized with excellent time management and proven ability to multitask
- Excellent written and verbal communication with ability to write and present technical documentation for non-technical management and clients

# Engineering

## EXAMPLE 6

### PROFILE

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A dedicated, motivated and focused Senior Civil Engineer experienced in designing and managing various civil, road and drainage projects on a range of land development assignments. Possess comprehensive skills and experience in contract administration, material characteristics and behaviour, locating, evaluating and managing material stocks throughout the State ensuring cost-effective and durable pavement solutions.

I am an Engineer who adds value with every engagement, encounter and task, bringing my passion and vision for successful projects. Adaptable to change and thrive on solving practical problems, colleagues describe me as dependable, curious, creative and innovative in seeking solutions. My natural flair for mathematics and passion for continuous improvement enables me to tackle any challenges effectively in the engineering realm.

### CAREER OBJECTIVE

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Seeking to secure a challenging position as a Principal Engineer or Project Manager in a fast-paced and stimulating environment in an organisation that values hard work, dedication and innovation.

I possess comprehensive data analysis skills and can provide sound site development solutions across the State, providing investigation and design for all types of pavements and all pavement loadings.

### SKILLS & ATTRIBUTES

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#### Supervision & Management

- Coordinating Civil Group resources to meet agreed plans, budgets and performance levels
- Establishing and leading project teams, directing drafting staff and checking their work for compliance
- Preparing job proposals, including identification of resources to meet agreed programmes budgets and performance levels, for review and signing by senior management
- Executing projects utilising the WML Consultants Quality Management System, and in special cases a Quality Management System specified by the Client

#### Design & Technical

- Research, training and development to improve or maintain skills in related fields such as geometric road and intersection design, transportation planning, traffic analysis, drainage & waterways design, geotechnical investigations
- Research, including innovation in design solutions where appropriate
- Consulting approving authorities and agencies and complying with mandatory requirements
- Carrying out design checks on own work and the work of others

#### Project & Contract Management

- Preparing engineering reports and contract documentation
- Managing the scoping, development, design, delivery and review of assigned projects
- Development, maintenance and improvement of project management processes and systems
- Preparing contract documentation and managing the contract tendering process
- Managing contracts and suppliers to ensure that completion to approved scope, budget, time and quality
- Preparation of reviews and reports on the performance of both contracts and contractors
- Manages contract payments, claims and variations

# Engineering

## EXAMPLE 7

### PROFILE

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A highly resourceful, dependable and dedicated Water Resource Engineer with 8 years' experience in a variety of projects across government and private client portfolios. I pride myself on providing effective communication, explaining complex hydrological engineering concepts clearly and understandably to a variety of professional and non-professional audiences, ensuring projects are successfully delivered.

An adept multitasker able to address client and management concerns with speed and accuracy. Proven ability to work independently or in a team with a responsible approach to the delivery of engineering outcomes, supervising junior engineers, ensuring the selection of appropriate techniques, procedures and methods.

### CAREER OBJECTIVE

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A forward-thinking Professional Engineer with demonstrated capability to introduce innovative new products and processes to meet ever-changing market trends. I am seeking a role as a Senior Water Engineer in a dynamic Consultancy where I can contribute my skills in environmental science, hydrology, conservation and resource management. My goal is to be an active and productive asset with a firm that offers the potential for career growth.

### SKILLS & ATTRIBUTES

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- Extensive hydrology and floodplain management experience
- Evaluation of hydraulic structures for compliance with applicable State and Federal regulations related to dam safety, storm water management, and erosion and sediment control
- Wide understanding of collection and management of water as a natural resource and part of the environment
- Designing water drainage systems and strong familiarity with a variety of water quality problems
- Excellent grasp of Mapping Software HEC-RAS HEC-HMS ArcGIS 9, MS Office Suite applications
- Managing multidiscipline engineering teams, establishing and then meeting project schedules, budgets and quality objectives, assignment of tasks and staff mentoring
- Project management including planning, analysis, design and construction of general Water Resources, flood protection type projects, managing preliminary and detailed design and construction work
- Researching feasibility of alternative design approaches, site conditions, and regulatory agency specifications
- Exceptional science and mathematical abilities
- Strong verbal and written communication including drafting technical reports, memorandums and design documents
- Proactive troubleshooting, ensuring smooth operations and optimal functionality
- Highly self motivated with an engaging interpersonal style