

Position Description – POSITION/ROLE OVERVIEW

Survey Assistant	
THE ROLE	
KEY OBJECTIVES <i>The key objectives of this role.</i>	<p>The primary function of this role includes the following key objectives:</p> <ul style="list-style-type: none"> • Deliver professional topographical, cadastral, engineering and construction surveying services to a broad range of clients. • Ensure all documentation meets TGM's professional standards and statutory requirements prior to being issued. • Work effectively within project teams to ensure that the expected outcomes for clients and key stakeholders are met, delivered on time and within budget. • As required, liaise with clients, government authorities, service authorities and other internal/external stakeholders. • Participate in and contribute to, the ongoing improvement of the Survey unit's professional services and systems. • Maintain TGM's professional standards, meeting company objectives in relation to budget targets, service quality, company reputation, QA, OH&S and environmental standards.
REPORTING TO	Manager – Survey (Office)
ROLE/TASK & RESPONSIBILITIES <i>The key role and primary activities, tasks and/or responsibilities.</i>	<p>The primary responsibility is to provide a range of high quality professional surveying services, in an efficient and effective manner, including (but not limited to):</p> <ul style="list-style-type: none"> • Provide a range of topographical, cadastral, engineering and construction surveys. • Produce accurate survey computations and data for the preparation of plans and associated documentation, and where necessary, prepare/draft survey plans ensuring all documentation is checked and meets TGM standards prior to release. • Support other TGM departments and offices with surveying services when required. • Ensure TGM's professional standards are maintained and company objectives in relation to budget targets, service quality, company reputation, OH&S and environmental standards are met and take responsibility for compliance with external and internal standards. • Perform all work in a manner that is safe and without risk to themselves or other team members. • Maintenance and care of survey equipment and field vehicles.
AUTHORITY ➤ <i>Decision making</i> ➤ <i>Delegation powers</i>	<p>As directed by the Manager – Survey (Office), this position has the authority to take any reasonable action that is consistent with the responsibilities of the position and required to ensure safe and efficient delivery of work, subject to any limitations imposed by management and/or company policies and procedures.</p>
KEY MEASURES <i>Key areas that the incumbent's performance will be assessed against.</i>	<p>The Manager – Survey (Office) may apply KPI's or other performance measures to the objectives implicit in the role. These KPI's may be in relation to (but not limited to) items such as:</p> <ul style="list-style-type: none"> • Achieve a budgeted 'Target Utilisation Rate' as agreed. • Quality and efficiency of work generated. • Compliance with relevant legislation, codes, industry standards and TGM Quality, OH&S, Environmental, Corporate, Financial and Human Resources management systems.
<div> <div>Initials:</div> <div>Date:</div> </div>	

Position Description – INCUMBENT REQUIREMENTS

Survey Assistant	
THE INCUMBENT	
ATTRIBUTES (Type of person) <i>The key attributes necessary to successfully fulfil the objectives and responsibilities of this role.</i>	Key attributes required for this role include: <ul style="list-style-type: none"> • A commitment to high quality product and service delivery, with a critical eye for detail and accuracy and a determined approach to work. • Self-motivated with the ability to work within multiple project teams with competing demands/priorities, to ensure satisfactory completion. • The ability to manage priorities in a changing environment, with an emphasis on meeting client requirements within defined timeframes and budgets. • Logical and methodical with the ability to plan and execute processes to achieve project requirements. • Exceptional customer service and client communication skills, with a professional approach to maintaining relationships. • Willingness to travel and work in different locations when required. • Willingness to develop professionally for the suitability of undertaking a Professional Training Agreement.
EXPERIENCE (Guide only)	Some exposure to the industry preferred.
SKILLS & COMPETENCIES <i>(Professional & technical skills & competencies)</i> <i>The specific skills sets & competencies the incumbent needs to be successful in this role.</i>	Operational – The ability to manage own day-to-day activities in line with the Manager – Survey (Office) directions, and able to demonstrate: <ul style="list-style-type: none"> • Some surveying experience including topographical, engineering, cadastral and construction surveys. • Experience with GPS and terrestrial survey equipment. • Proficiency in all aspects of survey measurement and recording. • Field based problem solving abilities. • Experience with survey drafting software such as AutoCAD and Civil 3D. • Experience with, and a clear understanding of Quality, OH&S and Environmental management systems.
ACADEMIC <i>Qualifications required or preferred.</i>	A relevant qualification, or prepared to undertake the necessary training.
OTHER REQUIREMENTS	Experience within a survey consultancy. Personal presentation is of a high professional standard. Willingness to travel to different locations if required. A valid Australian driver's license. Ability to legally work within Australia.

Employee's Signature

Date

Manager's Signature

Date