

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Work Integrated Learning (WIL) Student
POSITION NUMBER:	1274
DIRECTORATE:	City Infrastructure
DEPARTMENT:	Civil Infrastructure / Capital Delivery
CLASSIFICATION:	Band 6 Activities
REPORTS TO:	Team Principal Engineer
DIRECTLY MANAGES:	N/A
KEY STAKEHOLDERS:	Civil Infrastructure and Capital Delivery teams; City Works; Planning and Growth; Finance and Procurement; People and Culture; engineering consultants, contractors, service authorities, tertiary education providers and community stakeholders.
DATE:	18 August 2026

POSITION SUMMARY:

This Work Integrated Learning position provides a structured and supervised local government placement for tertiary students undertaking a Civil Engineering qualification. The role enables students to apply academic learning to practical municipal engineering activities across roads, drainage, transport, asset management, development and capital delivery; build evidence of professional practice that may support course and accreditation requirements; and develop transferable skills in communication, teamwork, problem solving, planning, digital systems and stakeholder engagement. Through meaningful project work, mentoring, site exposure and reflective learning, students will gain a broader understanding of local government, the civil engineering industry and future employment pathways while contributing to positive outcomes for the City and community.

ABOUT US:

The Civil Infrastructure Department is responsible for the performance and service delivery of all current and future civil infrastructure, ensuring it meets the needs of Geelong's existing and rapidly growing community while enhancing liveability and sustainability. The dedicated team of professionals strive to achieve best-practice outcomes through a sustainable approach to infrastructure adoption, maintenance, renewal, enhancement, and operational performance.

The department is comprised of three business units.

DEVELOPMENT PLANNING:

Our Development Planning unit oversees the creation and upgrade of civil infrastructure in the Greater Geelong region. This includes assets such as roads, bridges, footpaths, lighting, stormwater drains, constructed wetlands and flood retarding basins. Our plan-checking and supervision service extends beyond new land development subdivisions to include major Council-funded works, as well projects led by State and Federal governments. With approximately 30 skilled officers, the team actively monitors the progress of infrastructure works throughout the municipality.

CIVIL INFRASTRUCTURE PLANNING:

The Civil Infrastructure Planning unit is comprised of five teams covering Civil Infrastructure, Drainage Infrastructure, Stormwater Services Planning, Asset Performance and Special Rate and Charge Schemes in the Greater Geelong Region. With approximately 31 skilled officers, the team's focus is on the performance, renewal and upgrade of the City's roads, footpaths, bridges, drainage and roadside asset base, along with strategic planning and legislative service provision related to stormwater.

TRANSPORT

The Transport team manages the day-to-day operation of the municipality's transport network and delivers improvements that support safe, efficient and sustainable travel throughout the community. The team works across road safety, traffic operations, network planning, active transport and shared trails, and assesses and administers Traffic Management Plans for events, construction activities and road occupation permits. This work helps ensure the safe and effective movement of people and goods by car, bicycle and on foot.

Visit our website to read about the [City of Greater Geelong](#), [our values](#), and [our vision and strategy](#).

Inclusion & Diversity

At the City we are committed to creating an inclusive organisation that supports and encourages its employees to do their best work, have equal access to opportunities and a fair working environment. For this reason, we welcome and encourage applications from First Nations people, people with diverse cultural and linguistic backgrounds, from the LGBTQIA+ community, people with disability and people of all genders, ages and diverse experiences

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KEY POSITION RESPONSIBILITIES:

Specialist Work

- Apply foundational civil engineering principles, under supervision, to allocated activities involving roads, footpaths, bridges, drainage, stormwater, Water Sensitive Urban Design, transport, asset management, land development, surveying, design or capital delivery.
- Undertake defined engineering investigations, research and options analysis; document the issue, evidence, relevant requirements, options and recommend next steps in a format suitable for review by a supervising engineer.
- Collect, validate and analyse site, survey, asset, traffic, spatial, project or stormwater information using approved methods and systems; complete required data fields, identify limitations and address review comments within agreed timeframes.
- Assist with site inspections, condition assessments, construction observations and asset handover activities; prepare an accurate inspection record and promptly escalate hazards, defects, non-conformances or matters outside the participant's authority.
- Prepare technical correspondence, reports, calculations, cost estimates, concept material, plans, specifications, scopes, briefs, works instructions or presentations for review, with outputs meeting the agreed purpose and template and requiring no material rework after feedback.
- Support assessment of customer requests, planning or development referrals, permits, road-reserve activities and infrastructure issues; maintain a clear record of evidence, advice, actions and escalation.
- Apply relevant legislation, standards, Council policies, procedures, safety requirements and sustainability considerations to allocated work, and identify requirements requiring confirmation by a qualified or authorised officer.
- Use Council engineering, mapping, asset, project and document-management systems to complete at least two routine system-based tasks to the required data-quality and recordkeeping standard.
- Contribute to at least one defined deliverable that supports infrastructure planning, renewal, compliance, design, delivery, operation or customer service and is accepted by the supervising officer as complete and fit for its intended use.
- Identify and document at least one practical improvement, lesson learned, risk treatment or sustainability opportunity arising from allocated work and discuss its feasibility with the supervising officer.

People Leadership

- Work cooperatively within multidisciplinary teams and contribute relevant information, analysis and actions to agreed team outcomes.
- Build effective working relationships with engineers, technical specialists, operational employees, consultants, contractors, service authorities, tertiary education providers and other stakeholders relevant to allocated work.
- Communicate respectfully, clearly and professionally with customers and community members when assisting with infrastructure enquiries, site activities or project engagement, and refer complex, sensitive or contentious matters to the supervising officer.
- Participate in agreed meetings, briefings, site inspections and collaborative activities; prepare or contribute to records and complete assigned follow-up actions by the agreed date.
- Seek guidance before undertaking unfamiliar or higher-risk tasks and promptly escalate safety, technical, customer, program or conduct matters outside the participant's competence or authority.
- Seek and apply feedback from experienced employees; provide at least two examples during the placement showing how feedback improved a subsequent work product or approach.

- Share relevant findings, methods and lessons learned with team members through an agreed briefing, presentation, record or discussion to support consistent practice and collective problem solving.
- Demonstrate the City's values, inclusive behaviours and commitments to child safety, health, safety and wellbeing in all workplace interactions, with no substantiated breaches of conduct, privacy, safety or records requirements.
- Complete induction, mandatory training and agreed learning activities by the required dates and participate in goal-setting, midpoint and end-of-placement reviews.
- Maintain a brief learning record that links allocated activities and completed outputs to developing civil engineering knowledge, professional practice, communication, teamwork and ethical responsibility.

Organising Resources & Planning

- Agree on a placement work plan with the supervising officer that identifies learning objectives, allocated deliverables, milestones, evidence requirements and review points appropriate to the participant's stage of study and placement duration.
- Plan and prioritise allocated tasks, maintain an agreed task register or work plan and complete at least 80% of allocated tasks by the agreed date, with approved changes documented.
- Provide progress updates at the frequency agreed with the supervising officer and promptly report emerging risks, dependencies, data gaps, budget implications or matters requiring escalation.
- Coordinate investigations, inspections, data collection and input from relevant internal and external stakeholders while recognising that approvals and commitments remain with authorised officers.
- Assist with preparing and maintaining project scopes, briefs, estimates, schedules, risk records, action registers and other delivery documents required for civil infrastructure planning, design, procurement, construction or handover.
- Monitor assigned project or service activities against agreed scope, time, cost and quality expectations, and maintain an accurate record of progress, decisions, actions and outstanding matters.
- Organise and store technical, project and business records in approved Council systems so that information is complete, traceable, current and accessible to the supervising team.
- Undertake field and office work in accordance with approved procedures and controls; identify and report hazards, incidents, near misses and unsafe practices promptly.
- Support continuous improvement by identifying gaps, duplicated effort, data-quality issues or inefficient processes and documenting a practical improvement proposal or corrective action.
- Complete agreed data collection, inspection, analysis and documentation activities with required fields completed, no material omissions and review comments addressed within the agreed timeframe.

The **Position Balance graph** below shows the main responsibilities of the role, and the effort needed for each area: working with people, planning, and specialized tasks. The Time Horizon indicates how long key responsibilities may take to create an impact on the organization.

People Leadership 10 – 20%	Organising Resources & Planning 10 – 20%	Specialist Work 60 – 80%
Time Horizon 3 – 12 Months		

SELECTION CRITERIA:

We embrace diversity and encourage applicants to apply, even if they don't meet all the criteria. We value different experiences, unique skills and believe in providing opportunities for growth.

REQUIRED	DESIRABLE
Education and Experience	
• Currently enrolled in a Civil Engineering degree or other recognised tertiary Civil Engineering qualification that includes, or permits, a Work Integrated Learning or professional practice placement. • Completed sufficient coursework to apply foundational civil engineering principles safely and effectively in a supervised workplace environment.	• Previous employment, volunteering, project or practical experience in engineering, construction, asset management, local government or a related environment. • Student membership of Engineers Australia or another relevant professional body.
Skills and Knowledge	
• Ability to apply foundational civil engineering knowledge to practical investigations, analysis and problem solving under supervision. • Demonstrated analytical, research and problem-solving skills, including the ability to gather, validate and interpret technical information. • Clear written and verbal communication skills, with the ability to prepare routine correspondence, reports and presentations for technical and non-technical audiences. • Ability to organise, prioritise and complete allocated work within agreed timeframes, while seeking guidance when required. • Ability to work collaboratively in multidisciplinary teams, respond constructively to feedback and demonstrate initiative within the boundaries of the placement. • Competence using standard digital tools, including word processing and spreadsheets, and the capacity to learn Council engineering, mapping, asset or document management systems.	• Awareness of local government functions and the legislation, standards and policies relevant to municipal civil infrastructure. • Exposure to surveying, design, GIS, CAD, asset management, traffic, drainage or project management software.
Licenses or Checks	
• Police Check	