

Honeywell Job Description			
Job Title:	Graduate Project Engineer		
Reports To:	District Engineering Manager		
Department:	Projects	Matrix Manager :	N/a
SBG / SBU:	ACS, HBS	Date Compiled:	June 2016

Position Purpose/Summary

By working as a graduate within Honeywell Building Solutions you can make a difference in vital areas of our society such as education, the industrial sector, healthcare and government sectors. Honeywell impacts on our lives with controls for air conditioning equipment and controls; security management systems, life safety and fire alarm systems, industrial controls, energy management; and general building management systems and services. The HBS teams install, maintains and upgrades systems that enable our customers to become more competitive through improved building and process performance.

The primary business streams within HBS are Heating Ventilation and Air Conditioning (HVAC), Electronic Security and Energy Management solutions. Engineering graduates will work as part of a team working on advanced controls projects including casinos, large industrial facilities, large infrastructure projects, correctional centres, government, commercial buildings and healthcare facilities.

You will assist team leaders and project managers in the engineering and delivery of projects. This will involve design, procurement and quality functions as well as day to day project management requirements and some hands on technical and computing work.

Graduates will also gain exposure to other parts of the business such as Sales and Service so that a broad understanding of the business is gained and additional skills such as sales and management are developed.

Key Accountabilities / Deliverables of the role

KEY INDIVIDUAL ACCOUNTABILITIES / DELIVERABLES

- Assisting with development of project designs
- Working with customers to understand process and design needs
- Development and management of engineering designs/technical specifications
- Management of suppliers and sub-contractors
- Ensuring adequate records are generated and maintained, documenting the engineering process undertaken and following engineering procedures
- Assisting with purchasing requirements for projects
- Occasional site work dependant on customer and project needs
- Assisting in commissioning projects
- Completing tasks required for Occupational Health and Safety & Environment
- Learning of project management principles and procedures
- Technical understanding of engineering task, problem analysis of possible options to meet customer needs
- Working with multiple project tasks at one time
- IT package and methodology
- Learning and working with Honeywell online financial and planning systems
- Travel to worksites (local and remote, with opportunities for out of country travel where available/necessary).

Key Success Factors (Key Metrics / KPIs / Deliverables)

Graduate Engineers will work to specific & measurable goal & behaviour sets which will be agreed yearly with their line manager.

Interdependencies

- Consistent delivery of exceptional support solutions and innovation to customers
- Expansion of business value within the market via delighted customer philosophies.
- Consistently exceeding customer expectation.
- Balancing the demands and needs of internal and external stakeholders.

Qualifications/ Experience/ Knowledge

Job Specifications	General
Required Licenses, Accreditations / clearances / statutory requirements	As per job advertisement
Education / Qualifications	<ul style="list-style-type: none"> • Completion of a 4 year Engineering Bachelor Degree
Experience	<ul style="list-style-type: none"> • 3+ months' work experience
Professional Skills / Knowledge	<ul style="list-style-type: none"> • Time management skills • Advanced computer skills • Customer service skills • Ability to work well in a team environment • Strong communication and interpersonal skills
Behaviour Competencies	
Competency	Definition
Building Business Partnerships	Using appropriate interpersonal styles and communication methods to work with business partners (e.g. peers, other departments or units, external vendors, customer's, other organisations etc.) to meet mutual goals and objectives.
Initiative	Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive.
Quality Orientation/Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.
Individual Leadership/Influencing	Using appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers, and senior managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved.
Results Orientation	Indicating through actions and decisions a sense of importance to get the job done; focusing on the most important things; being impatient with obstacles and lack of movement; taking action to overcome obstacles and seek solutions.
Planning And Organising/Work Management	Establishing a course of action for self and others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

Teamwork/Collaboration	Working effectively with team or work group or those outside formal line of authority (e.g., associates, senior managers) to accomplish organisational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organisation or team.
Innovation	Generating creative solutions to work situations; trying different and novel ways to deal with organisational problems and opportunities.
Analysis/Problem Assessment	Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.
Commercial Acumen	Taking action to maximise the contribution of own area of the business to the company's profitability and growth. This involves constantly looking for opportunities to improve business performance and growth; managing business operations to maintain ongoing competitive advantage; taking business decisions based on cost benefit analysis, business savvy and consideration of organisational constraints and resources.
Customer Service Orientation	Proactively developing customer relationships; making efforts to listen and to understand the customer (both internal and external); anticipating and providing solutions to customer needs; giving high priority to customer satisfaction.
Communication	Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.

Please note :

This role may be subject to ongoing criminal history checks, random drug & alcohol testing and / or medical examinations in line with Honeywell, customer and statutory specifications and it is a requirement of the role to satisfy these requirements.

Approved by Direct Manager (Initial)	Approved by 2nd Level Manager (Initial)
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