

Department	Infrastructure & Services
Location	Seymour Street, Blenheim
Direct/indirect reports	Approx 5
Reporting to	Operations & Maintenance Engineering Manager
Grade	19
Financial delegation	Budget allocated

Department Overview

This position is within the Infrastructure & Services Department. This department is responsible for the delivery, maintenance and management of infrastructure, and for the provision of emergency management; public transport; rivers and drainage; roading; storm, waste and drinking water; and waste management.

Purpose of the Role

The purpose of the role is to:

- manage the engineering administration function.
- manage liaison with Resource Management Officers to assist in the process of applications for resource consent.
- ensure proposed and new infrastructure for consented developments complies with the Council Subdivision Code of Practice and New Zealand standards.
- manage specific infrastructural projects in conjunction with the Development Section.
- provide technical evaluation and support to Council's stormwater management team.
- manage and provide strategic planning for servicing of proposed urban growth areas, including;- evaluation, services design, calculation of Zone Development Levies, programming upgrades, budgeting, and executing the plan to promote development.
- manage the application of development contribution advice to customers and Council staff.
- manage the provision of engineering services information to customers in prescribed timeframes, with desired levels of accuracy.
- provide professional expertise with operational requirements of water, sewer and stormwater.
- provide professional/technical engineering evidence at Resource Consent Hearings and preparing evidence for Environment Court Hearings for decision objections.

Key Responsibilities

Leadership	<p>Lead, and contribute to, the successful delivery of team goals and relevant strategies.</p> <p>Lead and facilitate a way of working across your team that builds a constructive, engaged and collaborative environment via active communication.</p> <p>Embed strong leadership within your team that drives increased engagement, capability and performance.</p> <p>Lead and deliver a customer centric approach.</p> <p>Ensure all team members have clear objectives. Undertake regular feedback conversations with staff, understand their career goals and encourage participation in appropriate development opportunities.</p> <p>Ensure that staff have access to appropriate training and support services, and that development and training needs are fostered in the best interests of both the employer and employee.</p> <p>Train staff in specialist work and implement new systems and technology.</p>
Financial management	<p>Apply commercial acumen and rigour to spend ensuring that required results are delivered within the allocated budget and if required corrective action is taken to ensure budget objectives are maintained and met.</p>
Resource consent applications	<p>Manage the provision of technical engineering evaluation for resource consent applications.</p> <p>Ensure applications are assessed ensuring compliance with Code of Practice and New Zealand standards for subdivision and development and other statutory requirements.</p> <p>Ensure that conditions imposed are equitable for all parties.</p>
Subdivision applications	<p>Liaise with Land Transport, Services and Rivers Section in relation to all subdivision applications.</p> <p>Ensure Council's operational requirements are properly considered for any application for resource consent.</p>
Enhance regulatory knowledge	<p>Assist in the development of the Regulatory Department's knowledge of Council's infrastructural asset systems, programmes and policy.</p> <p>Ensure Regulatory Department Officers can improve their resource planning by applying that improved knowledge.</p>
Code of Practice	<p>Review and update Code of Practice for subdivision and land development document with respect to three waters.</p> <p>Amend as required to meet changing conditions, levels of service and industry standards to ensure Council's subdivision and development document meets current industry or national standards.</p>

Infrastructure risk management	<p>Manage Council's risk and liability when approving and accepting services infrastructure.</p> <p>Ensure engineering works have been carried out for all development to meet technical specifications.</p> <p>Approve the release of any subdivision consent plans.</p>
Consultation/negotiation with external stakeholders	<p>Consult and negotiate with developers and local surveyors/ professional engineers to ensure engineering requirements for subdivision applications are provided with applications.</p> <p>Ensure meetings are held with development professionals and contractors.</p> <p>Negotiate Council's position with respect to funding and contribution to infrastructure that may serve the greater area.</p> <p>Assess Council's risk, and negotiate Developer agreements. Work with Council's legal team.</p>
Attend hearings	<p>Ensure an officer is available to provide professional/technical engineering evidence advice to the hearing panel (Council and Environmental Court).</p> <p>Provide professional expertise on behalf of Council Infrastructure & Services Department.</p>
Strategic planning	<p>Strategic planning for servicing of proposed urban growth areas.</p> <p>Design/assess and manage the preparation of servicing proposals for areas of proposed growth.</p>
Zone Development Levies	<p>Calculate Zone Development Levies for areas of development (Growth area costs).</p> <p>Develop a financial model and calculate levies to ensure additional capacity is evenly distributed over the greater area of development, enabling Council to recover its costs to provide services within each zone as progressive development occurs.</p> <p>Manage the process to keep expenditure within budgets, also keeping ahead of developments with infrastructural requirements.</p>
Development Contributions	<p>Manage the assessment of Development Contributions.</p> <p>Ensure that the evaluation of each proposed development is in accordance with Council's Development Contributions Policy.</p>
Contract management	<p>Carry out design and where necessary co-ordinate with consultant's preparation of specifications and documentation that ensures work is carried out within budget and achieves the desired results.</p>
Stormwater design, analysis, and reporting	<p>Evaluate and provide technical information to Council stormwater team.</p> <p>Design of urban stormwater drainage networks.</p> <p>Assess, model and prepare options with cost estimates for consideration.</p> <p>Report on options, summarise and provide recommendations.</p>
Contract administration	<p>Co-ordinate contractors and Marlborough District Council operators, staff and consultants so that new systems are successfully commissioned and integrated.</p>

Project control	Regularly report on project progress, both in engineering and financial aspects.
LIMs, PIMs and relative information for building consents	<p>Manage the LIMs, PIMs and relative information for building consents process for the three waters.</p> <p>Ensure all information known to Council relating to services is provided within LIM applications within desired timeframe and to high accuracy standards.</p> <p>Ensure all servicing information is provided for a PIM and/or Relevant Information for Building consents, all appropriate fees and development contributions are charged.</p>
Staff development and training	<p>Ensure that staff have access to appropriate training and support services and that development and training needs are fostered in the best interests of both the employer and employee.</p> <p>To train staff in specialist work and implement new systems and technology.</p>

Organisational Responsibilities

Continuous Improvement

Drive an improvement culture by encouraging innovation and proposing, defining and implementing improvements to services and processes.

Customer Service

Drive a customer focused culture. Use your understanding of customer needs to drive improvements.

Digital Mindset

Drive a “digital mindset” which allows your team to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren’t compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

Health, Safety & Wellbeing

Role model your commitment to HS&W by leading by example, making risk-based decisions, monitoring performance and holding yourself and others to account.

Create a climate of information sharing, trust and understanding around mental health care issues, and the process of recovery for those needing support. Encourage staff to attend mental health and wellbeing promotion programmes.

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and looking out for your colleagues, contractors, customers, and visitors.

Contribute to Council’s ongoing safety improvement journey.

Make safety a priority and help lead the way!

Inclusion & Diversity

Drive an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Foster a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

Record Management

Ensure your team create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council’s information and data management policies and procedures.

Response in Emergencies

Be available to assist during emergencies as and when they occur; and enable and encourage team members to do the same.

Risk Management

Understand, report, manage and lead operational and compliance risk. Ensure your team complies and gives advice in accordance with Council’s risk management policies and procedures.

Te Ao Māori

Demonstrate leadership by developing cultural competency; for example by developing understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

Other Duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently

Person Specification

Qualifications	A relevant engineering, surveying degree or equivalent NZ Certificate.
Experience and knowledge	<p>At least 8 years relevant experience.</p> <p>Engineering knowledge of reticulation systems, roading and land management.</p> <p>Ability to work unsupervised.</p> <p>Proven experience with subdivision development work.</p> <p>Staff management experience, with organisational and leadership skills.</p> <p>An understanding of the Resource Management Plans and conditions of consent.</p> <p>Physically active to be able to carry out field inspections.</p> <p>An analytical mind with problem-solving aptitude.</p>

Core Competencies

Adaptability	<p>Capacity to recognise opportunities, incorporate new ideas, and adapt to changing circumstances.</p> <p>Takes on challenges with positivity, professionalism and enthusiasm.</p>
Commitment to improvement	<p>Openness to feedback/reflection in order to grow skills and knowledge.</p> <p>Enthusiasm for continuous improvement, efficiency in processes and for increasing knowledge and technical abilities.</p>
Communication	<p>Communicates messages in a clear, concise, and consistent manner.</p> <p>Uses the most effective method of communication for the audience and situation. Communication is clear, concise, and consistent.</p> <p>Utilises effective listening skills and questioning techniques.</p>
Customer focus	<p>Recognises the diversity of customers and adapts approach and style to meet their needs.</p> <p>Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers.</p> <p>Problems and complaints are acknowledged, and attempts made to resolve them in a timely fashion.</p>
Digital literacy	<p>Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture.</p> <p>Motivation to use digital skills to create new opportunities.</p>
Integrity	<p>Ability to manage sensitive and confidential information and situations with the utmost tact, discretion, and judgement.</p> <p>Ability to role model behaviours and attitudes that align with Council's Values.</p>

Interpersonal skills	<p>Ability to establish and maintain effective working relationships with a diverse range of stakeholders, both internal and external.</p> <p>An ability to gain and maintain professional credibility, confidence and respect across a wide range of agencies, community groups and Council staff.</p> <p>Values diversity and supports different ways of working.</p> <p>Credits others for their contributions and accomplishments.</p>
Leadership	<p>Ability to act as a good role model and create a positive environment that fosters, develops and promotes engagement and a good team culture.</p> <p>Ability to effectively support and proactively assess the team's workload and reallocate workloads when needed.</p> <p>Ability to create and reinforce a culture that is free from harassment, bullying and discrimination; supports inclusion and diversity; and reduces the stigma around mental illness.</p> <p>Effective delegation skills.</p>
Organisational skills	<p>Proactively plans work and manages competing priorities to ensure deadlines are met.</p> <p>Plans and utilises resources in the most effective and efficient way.</p> <p>An ability to manage projects, on time and to agreed budgets.</p>
Problem solving and decision making	<p>Well-developed business, political, and financial acumen with a successful history of sound decision making.</p> <p>Balanced and informed approach to solving complex situations.</p> <p>Makes appropriate decisions, taking into consideration impacts and risks.</p> <p>Uses own judgement and experience to solve problems.</p> <p>Empowers staff to make own decisions.</p>

Strategic Framework

Vision	<p>Marlborough is a globally-connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.</p>
Mission	<p>We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.</p>
Values	<p>Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.</p> <p>All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.</p>

	<p>Our values are:</p> <ul style="list-style-type: none">• We are open, transparent and collaborative.• We partner with tangata whenua iwi.• We involve and respect our many cultures.• We are innovative and strive for excellence.• We are adaptive and responsive to community needs.• We work in an environmentally sustainable manner.
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