

<b>Department</b>	Infrastructure & Services
<b>Location</b>	Seymour Street, Blenheim
<b>Direct/indirect reports</b>	5
<b>Reporting to</b>	Planning and Development Engineering Manager
<b>Grade</b>	19
<b>Financial delegation</b>	To be agreed between you and your manager

## 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 Planning and Development Section is responsible for identifying the need for capital upgrades to water and sewerage schemes, budgeting and managing; design, construction and commissioning. Most projects require consultant input, however some smaller projects are designed by staff within the Section.

The Planning and Development Section staff liaise closely with the Operations and Maintenance Section.

The purpose of the role is to:

- design smaller scale services projects
- manage projects, both directly and with consultants
- monitor construction
- facilitate consultation with landowners
- assist the Planning and Development Engineering Manager with consultation with the community and interest groups
- assist with planning and programming services capital expenditure
- mentor and train projects engineers
- manage and organise the work of project engineers
- provide information to the Asset Management Engineer.

# Key Responsibilities

<b>Leadership</b>	<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>
<b>Planning</b>	<p>Ensure you plan projects and consult.</p> <ul style="list-style-type: none"> <li>• consider resource management issues.</li> <li>• develop estimates and compare to budget.</li> <li>• programme each project.</li> <li>• carryout risk assessment .</li> </ul> <p>Ensure you work with various utility providers to coordinate installation of new Council facilities and minimise utility conflicts.</p>
<b>Contract documentation</b>	<p>Ensure contract documents are to a high standard and meet Council's requirements as appropriate for the value and risk assessment for the project.</p>
<b>Contract administration</b>	<p>Ensure contracts are managed to ensure compliance with:</p> <ul style="list-style-type: none"> <li>• health and safety standards.</li> <li>• contract documents.</li> <li>• resource consent conditions.</li> <li>• resource management plans.</li> <li>• programming.</li> </ul> <p>Ensure you achieve the desired standards, quality and performance, and to keep within budget.</p>
<b>Contract monitoring</b>	<p>Ensure compliance with drawings, standards and specifications.</p> <p>Ensure a high standard of health and safety on construction sites.</p>
<b>Design</b>	<p>Prescribe, and ensure adherence to, performance standards.</p> <p>Review consultants' drawings and specifications.</p> <p>Check consultants apply safety in design.</p> <p>Participate in HAZOP workshops for more complex projects and follow up on actions.</p> <p>Ensure Council's Operations and Maintenance Section is involved in the design process and provide regular updates.</p>

<b>Project management</b>	<p>Assist with the production of detailed briefs for engagement of consultants and monitor performance to ensure Council's objectives are met.</p> <p>Verify and process payment claims and invoices</p>
<b>Project programming</b>	Produce timelines and regularly report progress of projects.
<b>Project documentation</b>	Prepare operations and maintenance manuals.
<b>Mentoring new staff</b>	Provide on the job training.
<b>Managing project engineers</b>	Allocate tasks to project engineers which are within their current level of competence.
<b>Manage risk</b>	Review options and consequences, and provide recommendations.

# 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

<b>Qualifications</b>	A tertiary qualification, either BE (Civil), or NZCE (civil) or New Zealand Diploma in Engineering (Civil).
<b>Experience and knowledge</b>	<p>A sound understanding of engineering principles especially as they relate to Council's water and sewer infrastructure</p> <p>Ability to work in and manage a small team to achieve specific goals.</p> <p>Familiar with NZS 3910 and contracting in general.</p> <p>Good record keeping skills.</p> <p>A minimum of six years' experience in civil engineering, preferably in the fields of water supply and/or sewerage is preferred.</p> <p>Experience in contract monitoring and administration.</p> <p>Physically fit for working on sites as required.</p> <p>A flexible attitude – willing to tackle new challenges including developing management skills.</p> <p>Excellent computer skills</p> <p>The ability to utilise Geographic Information Systems would be useful for this role.</p>

## Core Competencies

<b>Adaptability</b>	<p>Capacity to recognise opportunities, incorporate new ideas, and adapt to changing circumstances.</p> <p>Takes on challenges with positivity, professionalism and enthusiasm.</p>
<b>Commitment to improvement</b>	<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>
<b>Communication</b>	<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>
<b>Customer focus</b>	<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>

<b>Digital literacy</b>	<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>
<b>Integrity</b>	<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>
<b>Interpersonal skills</b>	<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>
<b>Leadership</b>	<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>
<b>Organisational skills</b>	<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>
<b>Problem solving and decision making</b>	<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

<b>Vision</b>	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.
<b>Mission</b>	We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.

<b>Values</b>	<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"> <li>• We are open, transparent and collaborative.</li> <li>• We partner with tangata whenua iwi.</li> <li>• We involve and respect our many cultures.</li> <li>• We are innovative and strive for excellence.</li> <li>• We are adaptive and responsive to community needs.</li> <li>• We work in an environmentally sustainable manner.</li> </ul>
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