

Job Description

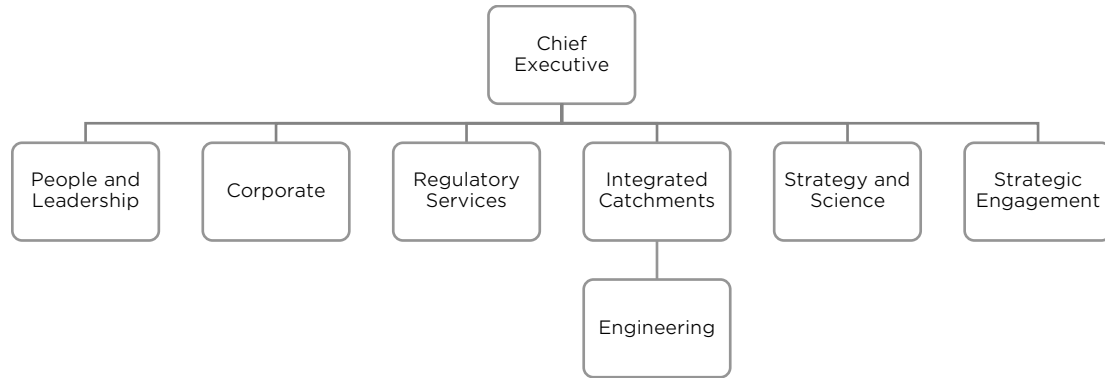


Job title	Graduate Construction Engineer
Group	Integrated Catchments
Section	Engineering
Responsible to	Project Engineering Team Leader
Responsibility for employees	None
Date	June 2024

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together - mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga (<i>see attached</i>).
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance (<i>see attached</i>).
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: He taiao ora - a healthy environment, Te mana o te wai - freshwater for life, Kia haumarū, kia pakari te hāpori - safe and resilient communities, and Toitū to rohe - a vibrant region. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction. It is the collective responsibility of Toi Moana staff to uphold the principles and spirit of the Treaty.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to support the engineering construction, survey and modelling teams by undertaking, engineering feasibility and design, engineering investigations and delivery of capital works and major maintenance contracts associated for river schemes, drainage, coastal and soil conservation activities. Achievement of these projects is important to the realisation of Council's community outcomes, council's policies, plans and strategies.

Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> Contractors and Consultants 	<ul style="list-style-type: none"> Provide technical advice 	Weekly
<ul style="list-style-type: none"> Local authorities 	<ul style="list-style-type: none"> Undertake analysis 	Weekly
<ul style="list-style-type: none"> Other agencies (e.g. Department of Conservation, Fish & Game, NIWA) 	<ul style="list-style-type: none"> Provide Information 	Weekly
<ul style="list-style-type: none"> Ratepayers, landowners and public 	<ul style="list-style-type: none"> Gather Information 	Weekly
<ul style="list-style-type: none"> Professional groups 	<ul style="list-style-type: none"> Present Council response 	Occasionally
	<ul style="list-style-type: none"> Professional Networking 	Occasionally

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> Staff at all levels 	<ul style="list-style-type: none"> Provide technical advice 	Daily
<ul style="list-style-type: none"> Team Leaders 	<ul style="list-style-type: none"> Undertake analysis 	Weekly
<ul style="list-style-type: none"> Section Managers 	<ul style="list-style-type: none"> Provide Information 	Occasionally
<ul style="list-style-type: none"> General Managers 	<ul style="list-style-type: none"> Gather Information 	Occasionally
	<ul style="list-style-type: none"> Undertake corporate responsibilities 	
	<ul style="list-style-type: none"> EDEM response 	

Key result areas

The job encompasses the following major functions or key result areas:

- Operational management
- Project management
- Relationship Management
- Corporate Contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
Operational management	
<ul style="list-style-type: none"> • Compile contracts, tender, and supervise engineering contracts in accordance with Council and NZS3910 contract procedures. • Assist with engineering feasibility and design, survey, and engineering investigations. • Produce construction drawings using computer-aided software and quantities schedules for construction projects. • Undertake hydraulic and hydrological analysis of rivers, canals, flood plains, lakes and coastal zones to determine flood risks, and provide appropriate recommendations. • Undertake other relevant duties as directed by the Project Engineering Team Leader. 	<ul style="list-style-type: none"> • Work is conducted efficiently and effectively. • Work complies with internal policy and fulfils legislative requirements. • Advice, developments, and implementations are based on sound research and analysis, and are provided in a timely and professional manner. • Any additional duties are completed to appropriate standards.
<ul style="list-style-type: none"> • Project management 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Lead projects related to engineering, survey, and hydrology ensuring contributors know what they are required to do and by when. • Prepare and oversee relevant project budgets. • Supervise contractors, contract works and casual employees. 	<ul style="list-style-type: none"> • Project contributors understand the objectives. The task is effectively managed; work is completed on time and within budget. • Projects appropriately funded and managed. • Contract outputs successfully achieved.
<ul style="list-style-type: none"> • Relationship management 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including Local Authorities, Māori, ratepayers, landowners, suppliers, consultants, and contractors. 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.

Graduate Construction Engineer

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> • Build and maintain relationships with Local Authorities, ratepayers, landowners, suppliers, consultants, and contractors. • Provide a high standard of customer service to ratepayers and the general public to enhance council public image. • Act as a representative for Council at appropriate Local Government conferences and seminars, and other professional meetings and events. 	<ul style="list-style-type: none"> • Professional image is conveyed in public forums.
Corporate contribution	
<ul style="list-style-type: none"> • Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and maintained in corporate information systems, meeting specified information management standards. • Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

Guidelines and support available to assist the job holder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If job holder can make decisions without approval from anyone else, please note that authority.

- The job holder's work conforms to specified procedures and the results are clearly defined. Work is subject to in-progress review and guidance and assistance is readily available.
- Internal guidelines, policies and plans are available for reference and interpretation.

Work complexity

Work complexity

Graduate Construction Engineer

Most challenging duties typically undertaken:

- Maintaining an extensive professional knowledge of engineering processes, construction, drainage management, contract administration, legislative requirements, trends and technologies .
- Managing and reporting on projects and budgets, including management of risks within contracts.
- Prepare technical information for presentation to Council and the public.
- Approaching new problems with conventional solutions, occasionally improving upon guidelines and standards and developing new solutions
- Develop and implement innovative hydrological solutions for practical applications.
- Occasionally required to handle difficult customer enquires relating to construction works, flood protection, or consent applications.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Relevant Engineering Degree; or • NZ Diploma in Engineering (plus 1 years post qualification experience). • A valid driver's licence required*¹ (class 1 manual and auto) 	<ul style="list-style-type: none"> • Membership of appropriate professional institute or society.

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Technical knowledge of the natural and physical environment. • Technical knowledge of hydrological and environmental practices. • Project and Construction Management skills. 	<ul style="list-style-type: none"> • Experience with contract administration, and supervision of contractors and consultants. • Strong working knowledge to handle civil design tasks using computer-aided software. • Local authority experience and understanding of engineering issues confronting local authorities. • Technical knowledge of river engineering practices. • Technical knowledge and experience with infrastructural asset management practices.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	
Working knowledge	<ul style="list-style-type: none">• Developed data analysis ability.• Knowledge of project and time management.• General knowledge of associated civil engineering works.• General knowledge of relevant legislation and the consenting process.• Computing ability (MS Office and other packages).
Awareness	<ul style="list-style-type: none">• Community, cultural and political awareness.

Personal attributes / key behaviours

- Good professional judgement and initiative.
- Coordination skills.
- Ability to work well in a team or independently.
- Good verbal and written communication skills.
- Good problem solving skills.
- A high level of flexibility and self-motivation.
- An excellent level of courtesy and listening skills.
- Genuine interest in river engineering and environmental practices.
- A quick learner.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside normal hours.
- Required to be on call (and flexible with work hours) for any afterhours call outs or flood emergencies.
- Undertake river and drainage site inspections, which are often undertaken in remote locations or unfavourable conditions such as floods.
- Occasionally required to lift and carry survey equipment.
- First Aid skills.
- Four wheel drive skills.
- A reasonable level of fitness.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date

Our Vision

Thriving together - mō te taiao, mō ngā tāngata

mō te taiao, mō ngā tāngata translates to "for the environment, for the people"

Our Values

A tatou haerenga - our journey

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

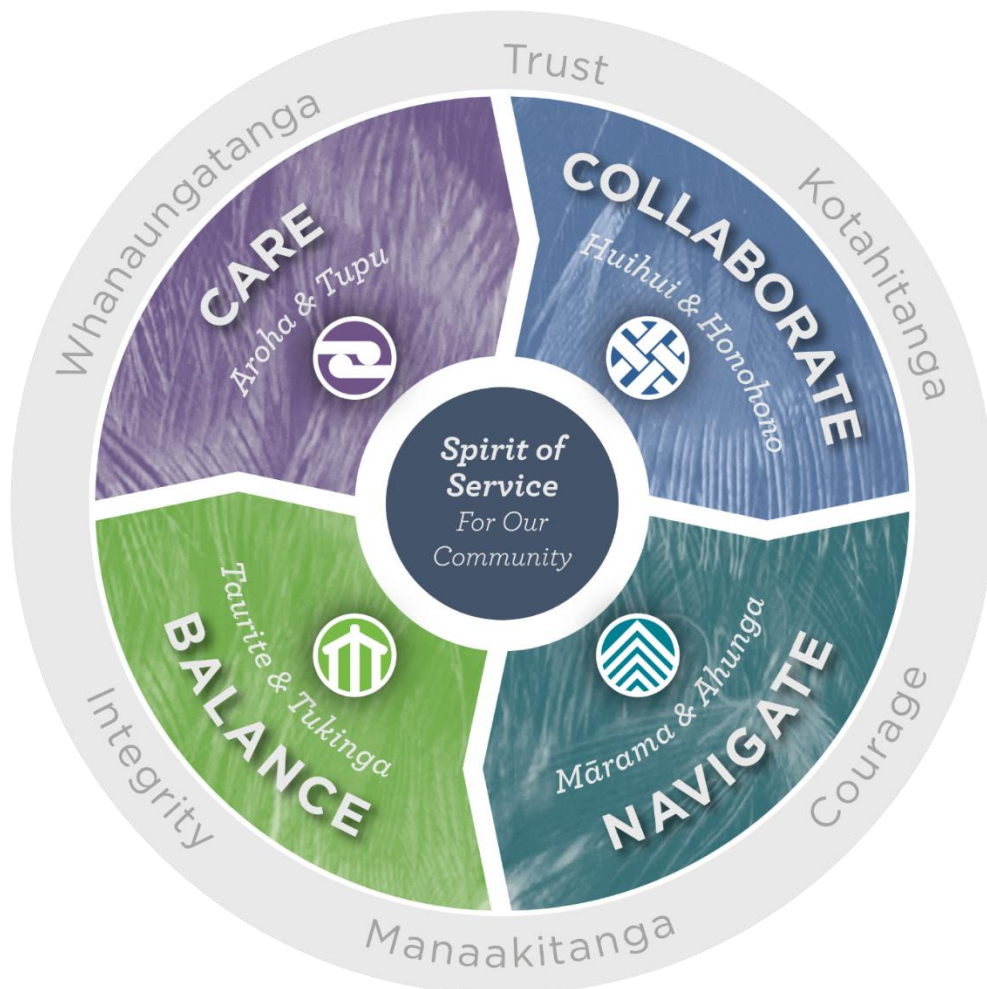
TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANAAKITANGA	KOTAHITANGA	WHANAUNGATANGA
<p>Mana</p> <ul style="list-style-type: none"> Leadership Having strength and courage Being a positive influence Being proud and courageous Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> Trust and respect Reciprocity (sharing) Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> Unity Strong emphasis on collaboration Being inclusive Nurturing a positive team spirit Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together - 'strength in unity'.</p>	<ul style="list-style-type: none"> Strong focus on relationships. Having fun and being happy Socialising, including the importance of friends Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>

Te Pae Rangatira

Our Leadership Model

In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Our model, known as Te Pae Rangatira, means 'The Model of Leadership'.

At Toi Moana, we believe that to achieve great outcomes for our community we must enable our people to thrive together - connected and consistent leadership is a key success factor. Our leadership model has been co-designed with our people to create a shared understanding of what great leadership looks like at Toi Moana.



He aha te rangatira? Who is a leader at Toi Moana?

Everyone at Toi Moana has the opportunity to display leadership qualities.

Whether you're in a people leader role, working with our community, or supporting your colleagues, Te Pae Rangatira defines the capabilities that support us all to raranga (weave) a tira (group of people) together to enable great outcomes.

Ngā Pou Whirinaki The Pillars of Guidance



CARE

Aroha & Tupu Love & Growth

Ka manaaki tātou i a tātou ki te aroha, ki te manawaroa, kia tupu, kia rea.

We care for ourselves and others with empathy, resilience and growth mind-sets.

Whakaaronui

Empathise

Whakawhanake i a koe ake

Develop self

Kia kaha, haere tonu

Embrace resilience

Kia tupu te whakaaro

Have a growth mind-set

Āwhinatia ngā tāngata kē

Enable others



COLLABORATE

Huihui & Honohono Come Together & Connect

Ka whakakotahi tātou i a tātou, kia hono ai wō tātou rourou, e ora ai te iwi.

We are curious, connected and inclusive of all.

Mahi tahi

Work as one

Whakakotahi

Be inclusive

Whakawātea

Create safe spaces

Kia tupu te pā harakeke

Grow relationships and networks

Whāia tā te rōpū e whai ana

Facilitate shared goals



NAVIGATE

Mārama & Ahunga Understanding & Direction

Ka arahi tātou i a tātou, kia mārama ai ki ngā āhuatanga hai arotau mā tātou, e ahu whakamua ai tātou.

We are clear on our purpose, adaptable and navigate the way forward.

Kia Mārama

Create clarity of purpose

Aro whānui

Scan the horizon

Āta whai

Zoom out and in

Kia āhua rerekē

Be adaptable

Kia whai whakaaro ki te ao tōrangapū

Have political perspective



BALANCE

Taurite & Tukinga Balance & Impact

Ka whakarite tātou i a tātou, kia taurite ai ngā mahi, mo te tukinga nui tonu.

We balance what we do, how we do it and when we do it for maximum impact.

Whāia ngā hua

Focus on outcomes

Āta whakariterite

Plan and organise

Āta whakaraupapa, ka whai rauemi

Prioritise and resource

Āta whakatau

Make decisions

Mo te tukinga nui tonu

Deliver for success