

Job Description

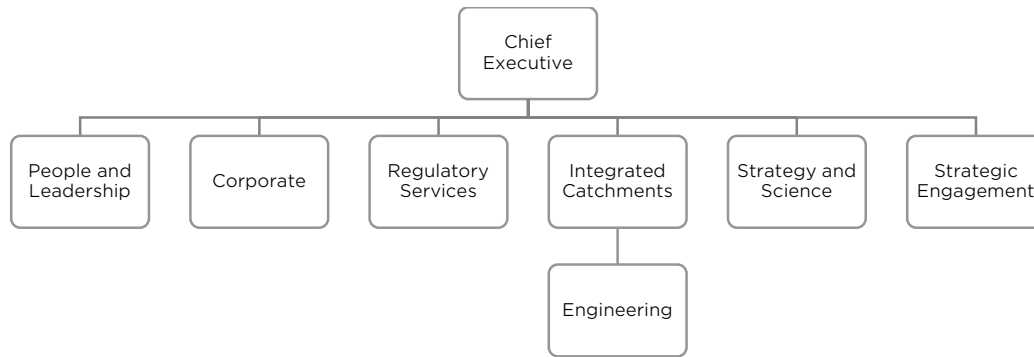


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|------------------------------|-----------------------------|
| Job title | Civil Construction Engineer |
| Group | Integrated Catchments |
| Section | Engineering |
| Responsible to | Engineering Team Leader |
| Responsibility for employees | None |
| Date | May 2025 |

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. |

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.

Functional relationships

| External | Purpose and frequency of contact | |
|--|--|--------------|
| • District Councils | • Consultation, coordination | Weekly |
| • Contractors/developers | • Prepare technical advice or supervision/negotiation | Daily |
| • Ratepayers/landowners and scheme liaison persons | • Provide technical advice | Weekly |
| • Eastern Regional Fish & Game Council | • Consultation | Monthly |
| • Industry Groups | • Seeking information, products and services, Collaboration. | Weekly |
| • Technical or legal professionals | • Seeking information and services, Collaboration. | Weekly |
| • Media | • Communication | Occasionally |
| • DOC | • Consultation | Monthly |
| • Iwi groups | • Consultation | Monthly |
| • General Public | • Consultation | Weekly |
| • Utility service groups | • Consultation, coordination | Monthly |

| Internal | Purpose and frequency of contact | |
|--|--|-------|
| • Staff at all levels within the organisation, particularly Catchments teams, Compliance, Rivers and Drainage, Engineering team, EDS, Science. | • Provide technical advice, collaboration and consultation | Daily |

| | | |
|--|---|--------------|
| <ul style="list-style-type: none"> • Legal, procurement and finance | <ul style="list-style-type: none"> • Providing procurement advice, Informing and managing risks and financials | Monthly |
| <ul style="list-style-type: none"> • Councillors | <ul style="list-style-type: none"> • Information | Occasionally |

Key result areas

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

- Operational and Project Management
- Relationship Management
- Corporate Contribution

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 and Project Management | |
| <ul style="list-style-type: none"> • Investigate, plan, implement and supervise engineering contracts in accordance with Councils contract procedures. • Investigate, design and implement culvert renewals, capital construction and pump scheme upgrades as required. • Negotiate agreements with landowners/occupiers, Māori and other stakeholders to protect biodiversity values, water quality, soils, and other natural values of importance to the community. • Provide accurate and relevant advice, information and reports to internal and external clients. • Prepare specifications, oversee, monitor and report on contracts for implementation of sustainable land management projects. • Responsible for investigating and issuing of "Bylaw Authorities" under the Bay of Plenty Regional Council Floodway and Drainage Bylaws. • Undertaking any other relevant duties as directed by the Engineering Team Leader. • Coach, mentor and contribute to other members of the Engineering team in the successful management of projects. | <ul style="list-style-type: none"> • Work is conducted efficiently and effectively, and complies with internal policy and fulfils legislative requirements. • Advice, developments and implementations are based on sound research and analysis and provided in a timely manner. • Work is conducted in an efficient and satisfactory manner when dealing with external groups. • Works comply with the Environmental Code of Practice, health and safety policies, regional plans and applicable resource consents. • Agreed project objectives are met. • Projects are completed on time and within budget. • Project contributors understand their roles and are aligned with the objectives of the project. • Contract outputs are successfully achieved |
| Relationship Management | |
| <ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external | <ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and |

| Key accountabilities (You are responsible for) | Key accountability measures (You will be successful when) |
|--|--|
| <p>contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors.</p> <ul style="list-style-type: none">• Represent council at appropriate Local Government conferences and seminars, and other applicable events held within the region | <p>maintained with internal and external contacts.</p> <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 jobholder to make decisions e.g. policy documents, standard procedures. While working within Council's enabling policy framework, the position may have to periodically make operational and financial decisions, within delegated authority, on behalf of the organisation to operate legally, safely, prudently and to uphold the best interests of the Bay of Plenty Regional Council.

- Standard operating procedures/guidelines

Work complexity

Most challenging duties typically undertaken:

- Maintaining an extensive professional knowledge of engineering processes, construction, drainage management, contract administration, legislative requirements, trends and technologies.
- Occasionally required to serve Notice to Remedy under councils Bylaws, which can involve conflict with angry or hostile people.

- While working within Council's enabling policy framework, periodically make operational and financial decisions on behalf of the organisation, within the positions delegated authority, to operate legally, safely, prudently and to uphold the best interests of the Bay of Plenty Regional Council.
- Managing and reporting on multiple large and complex delivery projects and budgets, including management of risks within contracts.
- Regularly handling complex face-to-face negotiations with landowners/occupiers, iwi, contractors, consultants, community groups and other stakeholders some of whom may be strongly opposed to Council's position.
- Approaching new problems with conventional solutions, occasionally improving upon guidelines and standards and developing new solutions
- Maintaining a high level of technical knowledge to apply best practice and communicate this to a range of audiences.

Person specification

| Minimum academic qualifications required: | |
|---|---|
| Essential | Desirable (for recruitment purposes only) |
| <ul style="list-style-type: none">• A tertiary qualification in Civil Engineering or equivalent.• A valid driver's licence required*¹ | <ul style="list-style-type: none">• Specialist qualification in a relevant project management discipline Prince2, PMP |

| Knowledge / experience (indicate years of experience required as appropriate) | |
|--|--|
| Essential | Desirable (for recruitment purposes only) |
| <ul style="list-style-type: none">• 10 years experience, with at least five years' experience managing civil construction works. | <ul style="list-style-type: none">• Sound practical experience in river, catchments and drainage engineering.• Experience with infrastructural asset management systems and associated monitoring and audit protocols.• Experience with contract administration, and supervision of contractors and consultants. |

Key skills / job specific competencies

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

| | |
|--------------------|--|
| Advanced knowledge | <ul style="list-style-type: none">• Well-developed knowledge of soil mechanics and rivers and drainage engineering, including river, flood and drainage management.• An excellent knowledge of contract procedures associated with civil engineering works. |
|--------------------|--|

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.

| | |
|-------------------|---|
| | <ul style="list-style-type: none"> • An excellent knowledge of drainage pumping equipment, telemetrybased pump monitoring and control applications, and other associated control equipment. • Excellent knowledge of environmental hydrological and telemetryparameters relating to rainfall and flows. • Project management with proven experience in delivering on outcomes within multiple-constraints and balancing competing demands and expectations • Excellent analytical and research skills, including qualitative and quantitative analysis on complex issues • Good interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally • Ability to proactively identify and manage risks and assess trends and opportunities • Stakeholder management and collaboration – ability to successfully manage relationships and facilitate shared outcomes • Accurately and clearly convey timely information and ideas, using a style appropriate to the audience |
| Working knowledge | <ul style="list-style-type: none"> • Sound knowledge of associated civil engineering works and mechanical engineering. • Ability to develop and assess options for river management and drainage works. • Resource Management Act and other relevant legislation • Report writing skills • Computers, GIS, databases, including ARC GIS, Objective and other Council software. • NZS 3910 and other relevant New Zealand standards |
| Awareness | <ul style="list-style-type: none"> • Community, cultural and political awareness. |

Personal attributes / key behaviours

- A high level of listening, courtesy and communication skills
- Proven negotiation skills with the ability to resolve conflict situations
- The ability to create harmony in a team environment
- Time management skills
- Sound judgement and initiative, including a degree of risk tolerance
- Excellent decision making skills
- Ability to anticipate change, remain flexible and to be innovative
- Ability to effectively plan, organise and coordinate to ensure outcomes are achieved
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate
- Effective time management
- Problem solving skills
- Self-motivated and able to work unsupervised
- Desire to enhance knowledge and skills

- Empathy for environmental issues and a genuine desire to enhance the natural environment
- Contract supervision skills
- Financial and budgeting skills

Other requirements

- May require frequent travel within or outside Bay of Plenty region
- Required to be on call and be flexible with working hours, for any afterhours call outs relating to pumping or flood emergencies
- Often required to carry out river and drainage site inspections in remote locations and unfavourable conditions such as during flood events
- A reasonable level of fitness
- First Aid skills
- Grow safe chemical application knowledge
- Four wheel drive skills
- Contract supervision skills
- Financial and budgeting skills

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">LeadershipHaving strength and courageBeing a positive influenceBeing proud and courageousProfessionalism <p>Manaakitanga</p> <ul style="list-style-type: none">Trust and respectReciprocity (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">UnityStrong emphasis on collaborationBeing inclusiveNurturing a positive team spiritSense 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 happySocialising, including the importance of friendsSupporting 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 & Tuinga

Balance & Impact

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

Deliver for success