

Job Description

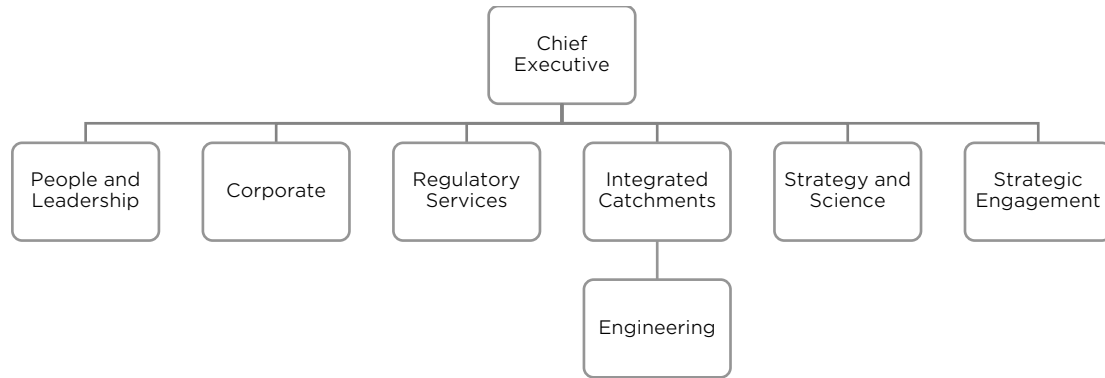


Job title	Project Engineering Team Leader
Group	Integrated Catchments
Section	Project Engineering and Surveying
Responsible to	Engineering Manager
Responsibility for employees	7 Employees - Senior Civil Construction Engineer [1] Civil Construction Engineers [2], Civil Designer, Surveyors [2] Survey Cadet [1]
Date	August 2026

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.
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.
Partnerships with Māori	Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: ○ He taiao ora - a healthy environment, ○ He hāpori mata-hī awatea - future ready communities, ○ Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, ○ He whanaketanga mauri tū roa - Sustainable development, ○ Te Ara Poutama - The Pursuit of Excellence. 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.

The job exists to lead, manage, mentor, develop and support a team of Project Engineers and surveyors to deliver a programme of work. Focusing on programme management and oversight, improving delivery systems and consistency, supporting team capability and workload management.

This job exists to undertake professional engineering design and investigations for river schemes, drainage, coastal and soil conservation activities and implement appropriate engineering projects to support these investigations.

The job will provide advanced engineering and/or hydraulic and hydrologic advice and technical expertise to Council groups, outside organisation's and the community for regional plans, strategies, policy development and processing of resource consents.

Functional relationships

External	Purpose and frequency of contact	
Contractors and Consultants	Appointment, supervision and review	Weekly/Monthly
Local authorities and Iwi	Advise, collaborative projects, co-management	Monthly
Other agencies (e.g. Department of Conservation, Fish & Game, NIWA, NZTA)	Project participation	Monthly
Ratepayers, landowners and public	Advise, stakeholder liaison meetings	Monthly
Civil defence groups	Flood management coordination and readiness	Monthly
Media	Issuing of statements – only in role of Flood Manager	As needed
Professional groups	Networking and presentations at conferences	Frequency

Central Government Ministries	Technical coordination, seeking funds and seeking advice	
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Internal	Purpose and frequency of contact	
Staff at all levels of the organisation	Collaborative, advice, guidance	Daily
Councillors	Informing, sharing and advising	Monthly
CEO	Informing, sharing and advising	Monthly

Key result areas

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

- Operations
- Project management
- People 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)
Operations	
- Undertake professional engineering design and investigations and/or complex hydraulic and hydrological analysis for river schemes, drainage, coastal and soil conservation. - Provide engineering and/or hydraulic and hydrological advice and technical expertise for regional plans, strategies, policy development, and processing of resource consents. - Provide engineering, hydraulic and hydrological analysis of rivers, canals, floodplains, lakes, dams, and coastal zones to determine flood risks, and provide appropriate recommendations. - Produce professional quality engineering and/or hydraulic and hydrologic modelling reports relevant to engineering, hydraulic and hydrological investigations.	- Work is conducted efficiently and effectively and complies with internal policy, fulfils Council's statutory functions and considers public issues and concerns. - Quality systems are in place. - 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. - Projects undertaken on time, on budget and to professional standard. - Designs are undertaken within professional areas of competence. - Flood Manager duties meet the requirements of the Flood Warning

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
• Manage engineering survey programme for river schemes, drainage networks, lakes and coastal areas. • Manage river scheme works including contract documents, construction plans, schedules of quantities, tendering, supervision and general contract administration. • Manage geotechnical investigations on river schemes involving soil/gravel sampling and analysis, installation of peizometers and staff gauges. • Manage specialist survey projects related to river schemes, flood levels and coastal inundation. • Prepare technical engineering reports. • Provide survey and technical services to other council groups, outside organisations and the community. • Ensure survey staff maintains specialist survey expertise (e.g. RTK, GPS, TGO and CAD). • Duty Flood Manager • Undertake any relevant duties as directed by the Engineering Manager.	Manual.
Project Management	
• Lead engineering and/or hydraulic and hydrologic modelling projects ensuring contributors know what they are required to do and by when. • Prepare and oversee relevant project budgets. • Prepare all relevant documents required for managing contracts with external contractors/consultants. • Monitor external contacts, ensuring satisfactory performance. • Supervise contractors, contract works and casual employees. • Ensure consents are managed in a timely and professional manner.	• The project is effectively managed and project contributors understand the deliverables which are required to be completed on time and within budget. • Project appropriately funded and, expenditure and forecasts tracked against budget. • Council contracting procedures and policies are followed and all contract approvals are ensured within the appropriate delegation. • Projects are properly planned, scoped and managed to ensure outputs successfully meet their objectives to acceptable professional standards.
People Management	
• Provide supportive leadership, motivating and directing employees as they work. • Effectively communicate current activities and policies.	• Employee turnover is within acceptable level. • Appropriately skilled employees are on the job. • Trains new staff on processes,

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
• Conduct the performance management process working with employees to develop, monitor, and review employees' work performance. • Manage external contractors, consultants, projects, project teams, and manage the quality and timeliness of outputs. • Effective management of the quality and timeliness of outputs of staff.	procedures and requirements of the Section. • Provides a quality assurance function to ensure high quality work is produced. • Identifies staff skill deficiencies and ensures appropriate training is provided. • Employees are professional in approach and can contribute individually and collectively to the organisation's success. • Conduct actively contributes to the building of a motivated and successful Employees team. • The performance review process is carried out on time with all Employees. • Employees have a learning and development programme. • Staff consistently achieve required section outputs.
Relationship Management	
• Establish and maintain close working relationships with internal and external contacts including Local Authorities, ratepayers, landowners, suppliers, consultants, and contractors. • Act as a representative for Council at appropriate Local Government conferences and seminars, and other professional meetings and events. • Build and maintain collaborative work relationships with Local Authorities, ratepayers, landowners, suppliers, consultants and contractors.	• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums. • Positive feedback on relationships and mutual benefit from collaboration.
Corporate Contribution	
• 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. • Contribute towards Bay of Plenty	• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported promptly. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
Regional Council's statutory responsibilities for civil defence and emergency management.	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.

- Appointment of consultants and contractors within delegation.
- Review engineering and/or hydrologic and hydraulic designs and reports for final sign off by Engineering Manager or Chartered Professional Engineer.
- Update guideline documents and standards for Engineering Manager sign-off.

Work complexity

Most challenging duties typically undertaken:

- Maintaining an extensive professional knowledge of technical engineering practices, hydrology and hydraulic structures/analysis, current trends in technology and relevant legislation.
- In role as Flood Manager exercise judgement and decision making that affects the safety of people and infrastructure.
- Manage external consultants and service providers to meet project deadlines.
- Present complex technical issues simply, clearly and concisely to Council and public.
- Exercise engineering judgement and responsibility in undertaking projects with public funding.
- Undertake engineering and/or hydraulic and hydrologic analysis that could become evidence in public hearings and court.
- Occasionally required to handle difficult face-to-face negotiation situations.
- Develop and implement innovative technical solutions for practical applications.
- Mentor and coach staff to achieve project deadlines.
- Lead engineering projects ensuring professional engineering planning, design and review.
- Develop collaborative relationships with stakeholders to achieve mutually beneficial outcomes.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
- Recognised engineering degree in Civil, Environmental or equivalent engineering discipline or demonstrated equivalent body of knowledge - NZCE and able to demonstrate an equivalent body of knowledge plus extensive relevant experience of at least 10 years - A valid driver's licence required* 1	- Member of New Zealand Institute of Professional Engineers (MIPENZ) or similar professional body - Project Management Tertiary Certificate - Chartered Engineer

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
- A minimum of 10 years relevant technical experience in the fields of rivers, drainage, civil engineering, hydraulic and hydrological modelling and water resources engineering - A minimum of five years' experience managing engineering and/or hydraulic and hydrological modelling projects	- Consulting, contracting and Local Authority experience - Project Management experience in planning design and construction management - Experience in asset management - Computer modelling skills for river and stream flow, hydrology and hydraulics - Coastal and harbour engineering experience - Experience in flood management including forward planning and real-time operations

Key skills / job specific competencies

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

Advanced knowledge	• Well-developed technical engineering design and knowledge associated with hydraulics, hydrology, rivers, canals, floodplains, lakes, coastal dynamics, pump stations and dams • An excellent understanding of geography, rivers and coastal dynamics and an appreciation of environmental issues • Well-developed knowledge of relevant legislation and the consenting process • Extensive data analysis and problem solving skills • Ability to apply knowledge to enhance current systems and obtain quality timely results • Project and time management • Computing ability (MS Office and other packages) • Well-developed ability to review complex engineering designs and/or hydraulic and hydrologic modelling received from consultants • Well-developed people management understanding and practise • Excellent report writing and communication skills
Working knowledge	• Budgeting and Financial Management • Staff management
Awareness	• Community, cultural and political awareness

Personal attributes / key behaviours

- Good professional judgement and initiative.
- Coordination skills.
- Critical decision making and solution focussed skills.
- Ability to work well in a team or independently.
- Very good verbal and written communication skills.
- Excellent problem solving skills.
- A high level of flexibility and self-motivation.
- A high level of courtesy and listening skills.
- Genuine interest in environmental practices and initiatives.
- Well-developed negotiation and public relations skills

Other requirements.

- May require frequent travel within or outside Bay of Plenty region
- Occasionally required to work outside normal hours
- Required to act as a Flood Manager, which involves carrying a pager for a specified period.
- Required to be on call (flexible work hours) for after-hours call outs or flood emergencies.
- Undertake field and site inspections, which may include hazardous sites, high-risk sites, and/or at remote locations.
- First Aid skills.
- Four wheel drive skills.
- A good 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