



Job Description

Job title	Senior Environmental Engineer
Group	Technical Services
Section	Engineering
Responsible to	Engineering Manager
Responsibility for Employees	Technical Supervision of three Employees
Date	July 2015

Job Purpose

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

This position also includes technical supervision and mentoring of junior engineering staff.

Functional relationships (relating to others)

External	Purpose and frequency of contact
<ul style="list-style-type: none"> Contractors and Consultants. Local authorities and Iwi. Other agencies (e.g. Department of Conservation, Fish & Game, NIWA, NZTA). Ratepayers, landowners and public. Civil defence groups. Media. 	<ul style="list-style-type: none"> Appointment, supervision and review. Weekly/Monthly Advise, collaborative projects, co-management. Monthly Project participation. Monthly Advise, stakeholder liaison meetings. Monthly Flood Management coordination and readiness. Monthly Issuing of statements – only in role of Flood Manager. As needed

<ul style="list-style-type: none"> Professional groups. Central Government Ministries. 	<ul style="list-style-type: none"> Networking and presentations at conferences. Occasionally Technical coordination, seeking funds and seeking advice. Occasionally.
Internal	Purpose and frequency of contact
<ul style="list-style-type: none"> Staff at all levels of the organisation. Councillors. CEO. 	<ul style="list-style-type: none"> Collaborative, advice, guidance. Daily Informing, sharing and advising. Monthly Informing, sharing and advising. Monthly

Key result areas

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

- Operations
- Project Management
- Leadership
- Relationship Management
- Corporate Contribution

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

Key accountabilities

Key accountabilities (job holder is responsible for)	Key accountability measures (jobholder is successful when)
1 Operations	
<ul style="list-style-type: none"> 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. Develop engineering, hydraulic and hydrologic solutions to regional river management and flood risk challenges. 	<ul style="list-style-type: none"> 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 Manual.

Key accountabilities (job holder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> Formulate and review infrastructural asset management plans for river and drainage schemes and other assets. Provide relevant engineering analysis, input and review required for Long Term Plan development process. Duty Flood Manager on rostered rotation. Undertake other relevant duties as directed by the Engineering Manager. 	
2 Project Management	
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.
3 Leadership	
<ul style="list-style-type: none"> Provide supportive technical leadership, and motivation to junior engineering staff. Technically review work of junior staff. Contribute towards performance appraisals of junior staff. 	<ul style="list-style-type: none"> Junior staff are developing and improving technical and professional skills under guidance and leadership of senior engineer. Junior staff are mentored and coached in a professional manner.
4 Relationship Management	
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.
5 Corporate Contribution	

Key accountabilities (job holder is responsible for)	Key accountability measures (jobholder is successful when)
<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 in Employment Act 1992. Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. Contribute towards 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 promptly. 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

In accordance with the Council's Delegation Instrument(s) this job:

- ☐ Does / ☒ Does not control a budget Amount \$Nil
☒ Can / ☐ Cannot spend money from other's budget Amount \$30,000
 Jobholder can spend unbudgeted capital ☐ Yes ☒ No Amount \$Nil
 Jobholder is responsible for committing the organisation to long term contracts ☒ Yes ☐ No
 Jobholder signs correspondence on behalf of the Council ☒ Yes ☐ No

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.

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.
N/A

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Recognised engineering degree in Civil, Environmental or equivalent engineering discipline. • A valid driver's licence required*¹ 	<ul style="list-style-type: none"> • Chartered Engineer. • Member of New Zealand Institute of Professional Engineers (MIPENZ) or similar professional body. • Project Management Tertiary Certificate.

Knowledge / Experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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

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/attributes/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 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	<ul style="list-style-type: none"> Budgeting and Financial Management. Staff management.
Awareness	<ul style="list-style-type: none"> 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 for the annual performance cycle.

Recommended:

Manager

Date

Approved:

Manager

Date

Discussed with Incumbent:

Employee

Date



Our values - our journey

A tatou haerenga

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
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
Mana <ul style="list-style-type: none"> Leadership Having strength and courage Being a positive influence Being proud and courageous Professionalism Manaakitanga <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>