

POSITION TITLE:	Asset Engineer		
GROUP:	Asset Management	SECTION:	Regional Assets
REPORTS TO:	Team Leader Engineering		
RESPONSIBLE FOR:	NA		
FAMILY:	TP1	GRADE:	17
DATE REVIEWED:	December 2023		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do.
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rereanga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

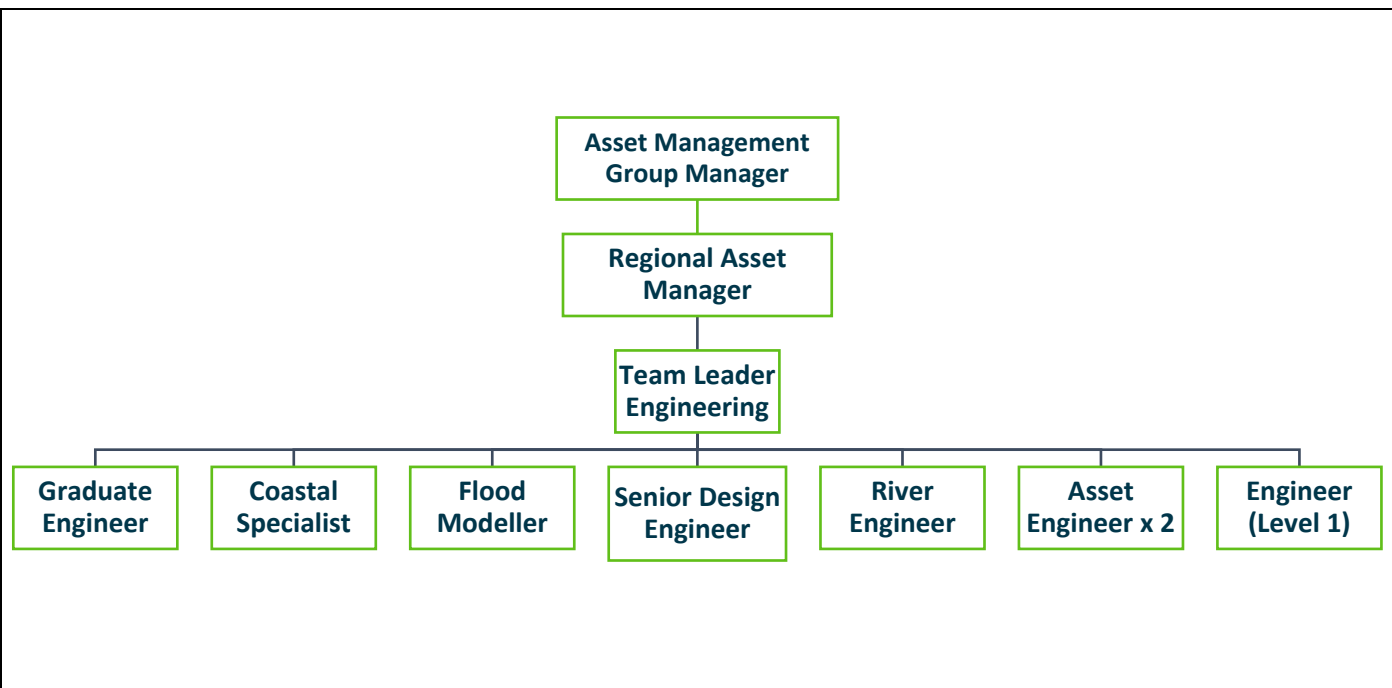
The role of Asset Engineer acts as the interface between the Regional Asset team and the Project Management Office (PMO) of Council, providing the services of an internal client for HBRC. There will be a requirement to review designs and reports, provide key information, and to work with the Regional Asset team as their HBRC client for the large project work that is to be delivered by the PMO. They will further be involved in the gate controls of project process and will help to decide when a project is due to move to the next stage. Finally, they will provide and help facilitate technical information to the Regional Projects team, their designers, consultants and contractors. At later stages in project delivery the role may be involved in assessing the quality of work delivered, undertaking inspections and providing sign-off for completion. Support the wider engineering team by undertaking general engineering functions as directed.

GROUP AND TEAM GOALS:

The Regional Assets team provides the following role and functions as part of the Asset Management Group:

- Engineering design for flood control and drainage infrastructure, including stopbanks, river works, and drainage works. The work will involve developing concepts, assessing options, investigations, design, reporting, consulting with public and other interested parties, the supervision of drawing preparation, contract documentation and construction supervision.
- Provision of current and future asset management direction of flood control and drainage infrastructure assets including for example:
 - Review of levels of service.
 - Review of current asset management plans and the development of new plans as required.
 - Establishment of process and funding mechanism(s) to provide for future growth.
- Waterway and flood modelling for specific projects as required for asset management, emergency management and other Council business.
- Management of scheme waterways to enhance the ecology and biodiversity values together with the cultural and recreational values.
- Ongoing management of HBRC's infrastructure assets in accordance with asset management plans.
- Monitoring and managing the region's coast and riverbed gravel resources, and providing advice regarding HBRC involvement in these.
- Responding to requests involving engineering input, particularly in the assessment of resource consents and public information and report as required.
- Management of projects associated with the development of strategic plans for mitigating risks associated with natural hazards – e.g., super design flood, coastal erosion.
- Management of HBRC's land portfolio:
 - Manage Council's open space assets and Regional Parks for public use & enjoyment.
 - Manage the leases and lease renewals.
 - Deal with land acquisition and HBRC land ownership issues.
 - Advocate for HBRC in subdivision and esplanade reserve/strips.
 - Maintain an understanding of issues that affect Maori, community liaison.
- Undertaking hydrologic and hydrodynamic modelling and flood studies on a consultancy basis for the Territorial Authorities in the region, Gisborne District Council, and private concerns.
- Undertaking various other project works as required by Council.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Provide technical information of a high standard to the various contractors, consultants or team members in the PMO.
- Undertake the duties of the client for all project signoffs and acceptance of reports and design documents.
- Review and respond, with technical commentary, to all studies, options, reports and design.
- Attend and provide high quality technical advice at workshops and internal meetings as part of the project delivery process.
- Attend as client representative, community meetings, community workshops and stakeholder engagement meetings and help facilitate positive outcomes for HBRC.
- Contribute to the Asset Management Group strategic objectives and planning.
- Utilise modern tools to undertake inspections and analysis of river management assets (stopbanks, dams, river protection/flood control assets) as part of the project completion work.
- Communicate with, and involve others in the team, in regular feedback of the progress and intended designs of the projects.
- Co-ordinate with others in the team, the time and resources of team members so that their specialist knowledge can assist with design and construction plans for the projects.
- Provide direction at a strategic level for asset design and construction, to HBRC best practice.
- Set up/establish design and construction standards for river protection assets.
- Undertake audits of capital works that have been undertaken when requested.
- Take accountably for ensuring assigned projects are completed effectively and efficiently.
- Ensure that all written reports provided are appropriate and to a high standard.
- Acknowledge and respond to requests for engineering input into a range of other Council work as and when required. Notwithstanding other priorities, suitable time frames should be negotiated with requesting sections which meet the requirements of both.
- Ensure that all advice and guidance given is appropriate, accurate and provided to a high professional level.
- Ensure the ecological, biodiversity, cultural and recreational values associated with the work have been effectively considered. Liaise with other members of the team and across Council for guidance on this.
- Respond to requests from territorial local authorities and general public for assistance with various engineering enquiries. Ensure these are dealt with effectively.

- Actively liaise with stakeholders to ensure that their requirements are clearly identified.
- Actively partake in team activities and positively contribute to the Regional Assets Team.
- Represent HBRC in an ethical manner

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Team members
- Wider Council teams
- Regional Projects team

External

- Consultants and contractors
- Government agencies and departments
- Technical and legal professionals
- Territorial local authorities
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required.

- Relevant bachelor's degree or equivalent tertiary qualification in engineering or other relevant area (e.g. Science, Hydrology, River Management)
- Technical background and experience in engineering
- Chartered Professional Engineer is preferable (or in the process)
- At least 5 years' experience in engineering aspects of local government, utility, or engineering consultancy organisation.
- Engineering in natural resources is desirable.
- Professional experience of river / flood management and / or hydraulic structures
- Experience of working in multidisciplinary teams
- Experience of managing clients and other project stakeholders
- Valid Class 1 driver's licence required

Knowledge

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

- Awareness of the following legislation: Resource Management Act, Soil Conservation and Rivers Control Act, Local Government Act.
- Understanding of civil design including stormwater and earthworks.
- Understanding of GIS or CAD software would be desirable.
- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
- Analytical skills.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

Personal Attributes

- Can do attitude.
- Team player
- Open and willing to share knowledge within the team.
- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES 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.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name