

DESIGN ENGINEER JOB DESCRIPTION

HAWKE'S BAY REGIONAL COUNCIL

POSITION TITLE:	Design Engineer		
GROUP:	Asset Management	SECTION:	Regional Assets
REPORTS TO:	Team Leader Engineering		
RESPONSIBLE FOR:	NA		
FAMILY:	TS4	GRADE:	16
DATE REVIEWED:	December 2020		

HBRC STRATEGY

Our Vision:

We want a healthy environment, a vibrant community and a prosperous economy.

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 certainty** ~ *Kia kounga, kia haumaru, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

POSITION SUMMARY

The Design Engineer provides relevant, professional input into the roles and functions of the Regional Assets Team to assist in the achievement of team objectives. The Design Engineer's input will relate to their relevant skills and experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed while being fair and reasonable and within the broad requirements outlined.

GROUP AND TEAM GOALS:

The Regional Assets team is comprised of Engineering, Schemes Management and Open Spaces Services. The team has the following role and functions as part of the Asset Management Group:

- Asset Management, Operations and Maintenance of Flood Control, Drainage Schemes and Regional Park Network.
- Flood and natural hazard qualification and management.
- Flood forecasting and flood management.
- Consenting advice and statutory advocacy.
- Ratepayer and general enquires.
- Coastal monitoring and management including Westshore re-nourishment programme, coastal monitoring, river mouth openings, coastal strategy, and coastal structures relating to schemes.
- Gravel resource management (strategy, monitoring and allocation).
- Relationship building with Maori (Treaty settlement agreements, co-management and hapū management plans).

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Ensure engineering designs for flood control and drainage infrastructure are developed to a high professional standard within budgets and time frames set.
- Provide written reports of a high standard.
- Ensure required waterway and flood modelling is completed effectively and efficiently.
- Acknowledge and respond to requests for engineering input into a range of other Council work are provided to a high professional level. Notwithstanding other priorities, suitable time frames should be negotiated with requesting sections which meet the requirements of both.
- Projects assigned are completed effectively and efficiently.
- Ensure the ecology, biodiversity, cultural and recreational values associated with the work have been effectively considered.

- Respond to requests from territorial local authorities for assistance with various engineering work as negotiated and agreed are dealt with effectively.
- Readily accepts accountability for decisions.
- Positively contributes to the Regional Assets Team.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- 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 academic qualifications required

- Relevant Bachelor's degree in Engineering or equivalent tertiary qualification.
- Chartered Professional Engineer (or in the process)
- Valid driver's licence required

Working Knowledge

- 5-10 years' experience in engineering aspects of local government, utility or engineering consultancy organisation. Engineering in natural resources is desirable.
- Sound understanding of the following legislation: Resource Management Act, Soil Conservation and Rivers Control Act, Local Government Act, Reserves Act, Public Works Act.
- Good range and ability with computer applications.

Personal Attributes

- Excellent interpersonal skills.
- Good communication and presentation skills.
- Sound judgement and initiative

- Ability to create harmony in a team.
- 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
- Self-motivated, pro-active and energetic person with an excellent 'can do' attitude.
- A commitment to continuous improvement in the workplace.

Awareness

- Community, cultural and political awareness.

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