

POSITION TITLE:	Graduate Engineer		
GROUP:	Asset Management	SECTION:	Regional Assets
REPORTS TO:	Team Leader Engineering		
RESPONSIBLE FOR:	NA		
FAMILY:	TS1	GRADE:	13
DATE REVIEWED:	November 2021		

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 Engineering Graduate is to provide relevant, professional engineering support to the roles and functions of the Regional Assets Team in the achievement of team objectives. The engineering graduate's input will relate to their relevant skills and experience but will also include activities that extend and provide for individual professional development. Some of the key specific activities of this role include: Flood control and drainage infrastructure design, Stopbank earthwork modelling and design, Gravel resource allocation management, Engineering Consenting advice, Responding to public engineering enquiries. You will be supported and mentoring to grow and develop in this role. 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 Regional Park Network, Flood Control and Drainage Schemes.
- Flood and natural hazard qualification and management.
- Flood forecasting and flood management.
- Consenting advice and statutory advocacy.
- Ratepayer and general enquires (schemes and non-scheme areas).
- Coastal monitoring and management, including Westshore re-nourishing programme, coastal monitoring, river mouth openings, coastal strategy, 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).
- Engineering services consultancy to external organisations.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Effectively carry out work allocated either independently or as a team.
- Support the development of engineering designs for flood control and drainage infrastructure to a high professional standard, while keeping within set budgets and time frames.
- Undertake any assigned projects effectively and efficiently.
- Complete written reports to a high standard.
- Ensure the ecology, biodiversity, cultural and recreational values associated with any work are effectively considered.
- Identify opportunities to contribute to team or business objectives and actively seeks to provide input.
- Identify and recommend opportunities for improvement.
- Develop and maintain effective relationships with internal and external key stakeholders
- Ensure adherence to HBRC policies and procedures.
- Be recognised as a valuable contributor to achieving team and business objectives.

FUNCTIONAL RELATIONSHIPS

Internal

- Engineering team members
- Engineering team leader
- Project team members
- Scheme team members

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals

- Open Spaces team members
- Regional Assets manager
- 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 tertiary qualification in river or coastal processes/engineering/hydrology.
- Working towards recognition as Chartered Professional Engineer or appropriate equivalent would be desirable.
- Valid driver's licence required

Knowledge

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

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Working towards understanding of the following legislation: Resource Management Act, Biosecurity Act, Reserves Act, Local Government Act, Soil Conservation and Rivers Control Act, Public Works Act.
- Demonstrate appropriate engineering report writing skills
- Demonstrate adequate engineering presentation skills
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

Personal Attributes

- Good communication and presentation skills.
- A high level of initiative.
- A self-motivated, pro-active and energetic person with an excellent 'can do' attitude.
- A commitment to continuous improvement in the work place.
- 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