

POSITION TITLE:	Senior Engineering Officer – Schemes		
GROUP:	Asset Management	TEAM:	Schemes
REPORTS TO:	Team Leader Schemes		
RESPONSIBLE FOR:	Engineering Cadet		
FAMILY:	TS3	GRADE:	15
DATE REVIEWED:	October 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 rerenga 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 Senior Engineering Officer manages the rivers, waterways, drainage assets and pump stations across HBRC schemes, including maintenance contracts, consent and monitoring requirements, stakeholder relationships, and other activities within the flood protection zone. This role is responsible for ensuring all assets within the flood protection zone are being maintained to the appropriate level of service. You will provide relevant, professional input to the roles and functions as outlined below to ensure the Asset Management Group achieves its objectives. There is a requirement to participate in the 24/7 operations on-call roster. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

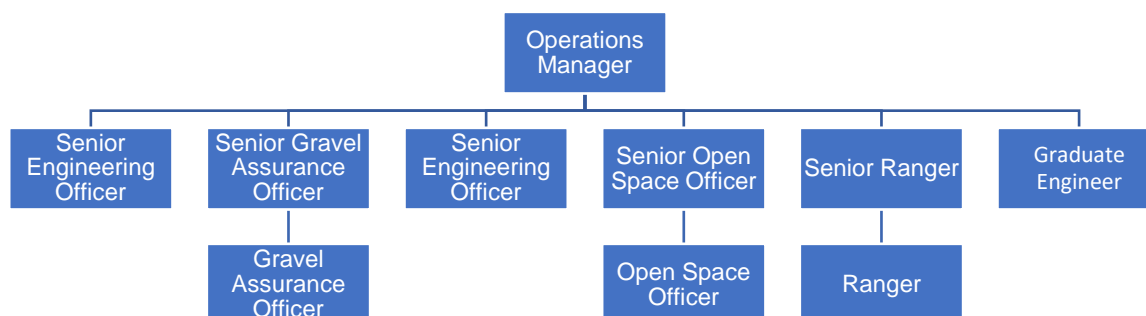
GROUP AND TEAM GOALS:

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

- Ongoing management of HBRC's infrastructure assets in accordance with asset management plans.

- Management and maintenance of the 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.
- Management of scheme waterways to enhance the ecology and biodiversity values together with the cultural and recreational values.
- Monitoring and managing the region's riverbed gravel resources, and providing advice regarding HBRC involvement in these.
- 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 Māori, community liaison.
- Support the Regional Assets team with the 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.
- Support the Regional Assets team with Waterway and flood modelling for specific projects as required for asset management, emergency management and other Council business.
- 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., flood, coastal erosion.
- Undertaking various other project works as required by Council.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITIES

- Monitor and report on the river management and activities regarding HBRC scheme rivers, waterways, drainage assets, pump stations and flood protection assets across Hawkes Bay region.
- Prepare and manage maintenance contracts, consent and monitoring requirements, stakeholder relationships, and other activities within the flood protection zone.
- Ensure that scheme asset management operations are managed effectively and efficiently.

- Undertake regular reporting for monitoring and maintenance works that occurs within the rivers / streams/ waterways / and drainage network in the region.
- Prepare and support the Manager to present to scheme ratepayers regarding work programmes and the scheme financial position.
- Prepare, collate information for, and organise rural community meetings to keep rate payers informed of scheme activities. These will be led and supported by the Operations Manager.
- Resolve minor operational issues as they arise.
- Assist with engineering enquires as an when required by both internal and external stakeholders.
- Assist with investigation of engineering matters with the area of experience, rivers, waterways.
- Ensure accurate and clear records of site visits and asset condition assessments are kept.
- Monitor the maintenance contract for waterways. Ensure the contract is in place prior the financial year start date (1st July). This includes monitoring Health & Safety and Environmental requirements.
- Provide input into the asset management system and asset register. Provide information on new assets to asset engineering in timely manner.
- Manage the grazing leases and other leases within the HBRC land appropriately, including renewal of leases and communication with the lease holder.
- Ensure that enhancement and Level of Service works are implemented as required.
- Ensure that projects assigned are completed effectively and efficiently.
- Provide support and input to ensure weather events are effectively managed, including after-hours response as required.
- Actively contribute to maintaining excellent relationships with relevant staff in other councils, stakeholders, and special interest groups.
- Take responsibility and accountability for assigned projects, ensuring that allocated projects are completed effectively and efficiently.
- Ensure timely and effective communication occurs with the team.
- Undertake the management of contractors and consultants as and when required.
- Provide timely and professional advice to other parts of the organisation, as appropriate.
- Ensure correct processes and procedures are adhered to.
- Support the mentoring and coaching of junior members of the team as required including the Graduate Engineer
- Support the management of rain events in minor rain under business as usual conditions, and in larger events as part of the operations team.
- Prepare and respond as required for rain events beyond the role of the Schemes Duty person.
- Monitor weather forecasting, Pumptel and Hydrotel for rainfall and water levels, coordinating contractors in standby and active response, and liaising with landowners as required.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Team members

External

- Ratepayers and landowners
- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Other 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

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.
- Minimum of 3 years of experience in a similar role/relevant industry
- Good understanding of issues associated with Hawke's Bay rivers and drainage networks.
- Practical knowledge of river engineering including hydraulic modelling, hydrology.
- An understanding of community development and how to establish confidence in those communities to effectively promote HBRC's policies or issues.
- An understanding of the following legislation: Resource Management Act, Biosecurity Act, Reserves Act, Local Government Act, Soil Conservation and Rivers Control Act, Public Works Act.
- Valid driver's licence required and experience in offroad and 4WD conditions

Knowledge

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

- Conflict resolution skills
- Presentation and facilitation skills
- Project Management skills
- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- 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