



JOB DESCRIPTION

Job Title: Senior Project Engineer or Senior Project Manager
Work Unit: Catchment Operations Group
Responsible to: Team Leader Capital Projects
Responsible for: No Direct Reports

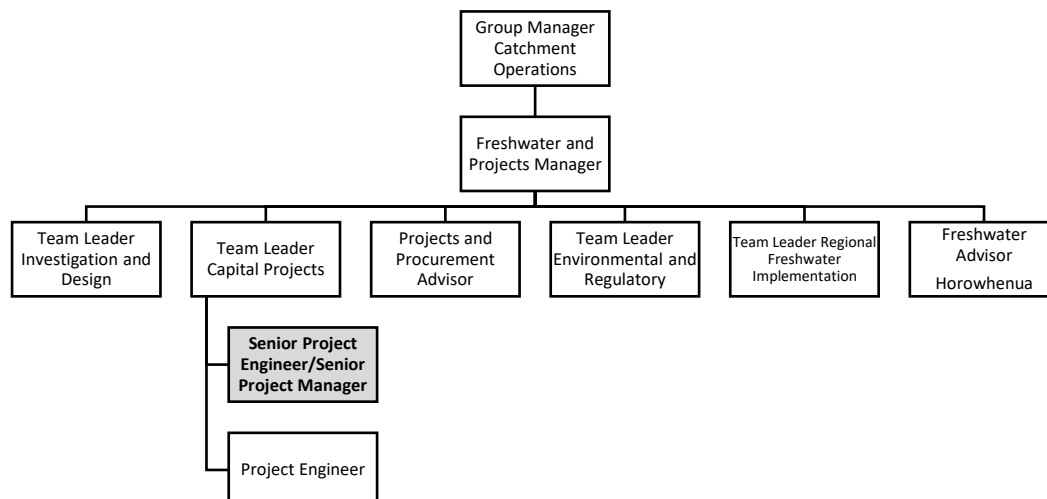
Position purpose: This job exists to:
Lead the successful delivery of a portfolio of river management, flood protection, and capital infrastructure projects from concept through to completion. The Senior Project Engineer/Manager is accountable for project governance, project delivery performance, stakeholder engagement, and the delivery of safe, sustainable, and cost-effective outcomes that align with Council's strategic and operational objectives.

The role provides technical leadership, manages consultants and contractors, ensures compliance with legislative and organisational requirements, and builds effective relationships with project partners and the wider community, to support successful project outcomes.

As a part of this role, you will actively uphold the values of Te Tiriti O Waitangi (Treaty of Waitangi) and be aware of the cultural significance of the regions' waterways to local iwi, hapū, whānau and tangata whenua corporations, especially when working in the awa of our region.

Salary: \$105,807 (85%) - \$124,479 (100%)
Date: August 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
▪ Territorial Local Authorities ▪ Landowners/Scheme ratepayers ▪ Ratepayers and the general public ▪ DOC, Fish & Game, Ministry of Cities, Environment, Regions and Transport, and other stakeholders ▪ Consultants and contractors ▪ Independent hearing commissioners ▪ Iwi and Hapū ▪ Landowners, occupiers, farm managers and scheme ratepayers ▪ Interest and community groups ▪ Heritage New Zealand ▪ Government departments/agencies ▪ Interest groups	▪ Catchment Operations group ▪ Policy, Consents and Consents monitoring ▪ Information Services ▪ Catchment data ▪ Science team ▪ Other Horizons staff ▪ Senior management ▪ Elected members ▪ Civil Defence and Emergency Management (CDEM) staff ▪ Finance

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Project/Financial Management	
▪ Provide strategic leadership and accountability for the successful delivery of a portfolio of capital and infrastructure projects, establishing and leading multidisciplinary project teams to achieve agreed business outcomes. ▪ Develop, implement, and oversee integrated project management plans, programmes, and delivery strategies, ensuring alignment with organisational objectives, the Annual Plan, and long-term asset management strategies. ▪ Maintain overall accountability for project governance, ensuring compliance with organisational policies, statutory obligations, resource consent requirements, engineering standards, procurement policies, and financial delegations. ▪ Provide leadership through robust budget development, financial forecasting, cost control, contract management, and change management to maximise value and minimise financial risk. ▪ Maintain accurate project records, commercial documentation, financial information, and programme controls throughout the project lifecycle. ▪ Provide technical leadership, mentoring, and quality assurance across the project delivery team, fostering capability development, collaboration, and high performance. ▪ Lead project planning, programming, procurement, contract administration, and	▪ Projects are delivered safely, on time, within budget, and to the agreed scope, and quality standards. ▪ Annual work programmes are approved, strategically aligned, and consistently achieve delivery milestones and Annual Plan objectives. ▪ Full compliance with legislative, regulatory, organisational, procurement, and governance requirements is maintained, with no significant audit or compliance findings. ▪ Approved project budgets and forecasts remain accurate throughout the project lifecycle. Budget variances are proactively managed, approved where required, and reported within governance requirements. ▪ Project records are complete, auditable, and maintained in accordance with organisational and legislative requirements. Claims, payments, and project close-out activities are completed accurately and within required timeframes. ▪ Project documentation consistently meets organisational quality standards. Team capability, knowledge sharing, and technical quality continue to improve through coaching and leadership. ▪ Project schedules are maintained with milestone achievement exceeding agreed performance targets. Risks are identified, mitigated, and actively managed with minimal impact to programme delivery.

execution while proactively managing project risks, issues, dependencies, and opportunities throughout the project lifecycle. Ensure all regulatory approvals, permits, resource consents, land access agreements, and statutory requirements are identified, obtained, and managed to support timely project delivery.	- Assist the Capital Projects Team Leader with quality assurance of documents produced by the team. - Regulatory approvals are secured within programme requirements, minimising project delays and maintaining full compliance.
Formal Contract Management	
- Prepare documentation and manage formal tendering process in accordance with NZS 3910 and Horizons Regional Council procedures. - Manage and administer formal contracts in accordance with NZS 3910, SFA's and Horizons Regional Council procedures. - Maintain quality Assurance on all Project works. - Develop and implement processes and policies to enhance contract administration. - Manage staff and consultants in the supervision of physical works contracts. - Achieve best financial outcome for the organisation, consistent with professional ethics	- Appropriate tender process, contract evaluation, presentation of tender reports with recommendations and awarding of contracts is completed to a high standard. - Formal contracts are managed effectively and to the required standard. - Contracts are supervised with particular emphasis on Health and Safety and quality assurance. - Continually reviewing process and policies to ensure continuous improvements in how projects and contracts are managed and administered - Contract records are maintained, reporting requirements are met, and all contract administration (including payment) requirements are met.
Communication and Advocacy	
- Maintain effective communication in relation to Project works with TLAs, Government Departments, ratepayers, interest groups and with the public in general. - Establish effective relationships with iwi & hapū affected by project works. - Act as the Council's representative and contact point in relation to any Project works. Address community groups. - Undertake negotiations regarding land requisition, land entry, and compensation for the project works. - Respond to written and verbal requests for information and advice.	- A professional attitude is projected at all times in dealing with external contacts. - Information is accurate and is provided in a timely manner. - Accurate and timely responses to media requests are provided. - Outcomes that are fair and clearly understood by both parties are achieved in relation to land purchase and compensation. - Customers are satisfied with responses to written or verbal requests for information. - Effective working relationships are developed and maintained.
Health and Safety	
- Follow processes outlined in the Health and Safety Manual and relevant Hazard Management Plans. Understand and apply the employee duties outlined in the Safety and Wellbeing Policy. - Take all reasonably practicable steps to ensure your own safety and that of others. - Support Team Leaders and Managers with health and safety priorities as required.	- Leadership is evident in the promotion of a Health and Safety culture in relation to all works activities. - Co-ordination of hazard identification, hazard assessment and risk management is achieved with all project works. - All accidents involving staff or contractors are reported and support the timely investigation of these. - Hazard management processes are implemented and monitored in relation to every work site. - Potentially high risk hazards associated with emergency events are appropriately managed remote from Incident Controller.

Team Leadership	
- Assist with coaching and skill development for staff engaged in contract supervision/management activities. - Supervision of project engineers, contractors and team members as required. - Promote a culture that reflects the organisation's values, customer focus and excellence objectives. - Provide Emergency Management Response in accordance with Emergency Management Manual or as requested. - Undertake River Management Duty Officer role. - Work within the constraints of the Resource Management Act and Horizons Regional Council Plans adopted under the Resource Management Act.	- Team and Group staff benefit from coaching/mentoring. - Ensure that those involved in project are progressing their functions as required. - Assist with recruitment and induction of new staff. - A professional and willing response towards Emergency Management is evident. - All activities are undertaken in strict accordance with Regional and District Planning instruments, and any resource consent conditions requirements. - Participate in and contribute to management initiatives.
Corporate Contribution	
- Maintain own professional development. - Undertake Performance Development tasks/responsibilities. - Undertake Health and Safety tasks/responsibilities. - Participate in emergency management training and activities as required. - Participate and contribute to corporate projects and inter-departmental initiatives as agreed. - Maintain Council plant and equipment. - Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	- Appropriate training and development undertaken as agreed. - Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. - Contribution to team and corporate initiatives is effective and valued. - Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Qualifications

Essential:

- Tertiary qualification in Project Management, Engineering, Construction Management, or a related discipline.
- Current Class 1 Full Driver Licence.

Desirable:

- Project management certification (e.g. PRINCE2®, PMP®, CAPM®, or equivalent).
- Qualification or training in contract management or procurement.

Knowledge / Experience

- Demonstrated experience (5 + years) managing infrastructure, civil, environmental, or capital projects through the full project lifecycle.
- Three to five years relevant industry (River and Drainage Engineering or Civil Engineering) experience is preferred.
- Experience planning, coordinating, monitoring, and delivering multiple projects to agreed scope, budget, quality, and timeframes.
- Experience administering construction contracts, including NZS 3910 or equivalent contract frameworks.
- Sound understanding of project governance, project controls, risk management, procurement, and reporting.
- Experience managing project budgets, financial forecasting, cost control, and contractor payments.
- Experience working with consultants, contractors, and multidisciplinary project teams.
- Working knowledge of relevant New Zealand legislation, standards, and regulatory processes applicable to infrastructure and environmental projects, including resource consenting where required.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi), its relevance to local government, and the ability to incorporate its principles into project planning and delivery.
- Demonstrated ability to engage respectfully and effectively with iwi, hapū, whānau, tangata whenua corporations, stakeholders, and communities.
- Proficiency in project management software and Microsoft Office applications, including Microsoft Project, Word, Excel, and Outlook.
- Strong organisational, analytical, problem-solving, and financial management skills.
- Excellent written and verbal communication skills, including preparing reports, business cases, and project documentation for a range of audiences.
- High level of financial management skills.
- Demonstrated experience providing senior leadership and professional guidance within a team environment, including influencing outcomes, supporting decision-making, and contributing to team capability and development.

KEY JOB COMPETENCIES

Expert Knowledge

- Project management
- Contract management
- Financial management
- Relevant standards and legislations

Advanced Knowledge

- Safe work practices
- Resource management
- Time management
- River and drainage engineering

Working Knowledge

- Competence in Microsoft Office packages

Awareness

- Sensitivity to differing cultural perspectives.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- A high level of interpersonal and negotiation skills.
- Excellent communication skills (verbal and written).
- Ability to quickly assess situations and to make decisions.
- Reliable and dedicated to achieving results.
- Ability to lead and influence Project Team members and stakeholders to achieve successful outcomes.
- A good level of physical fitness.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.
- Keep up to date with technical and legislative requirements of the role.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____