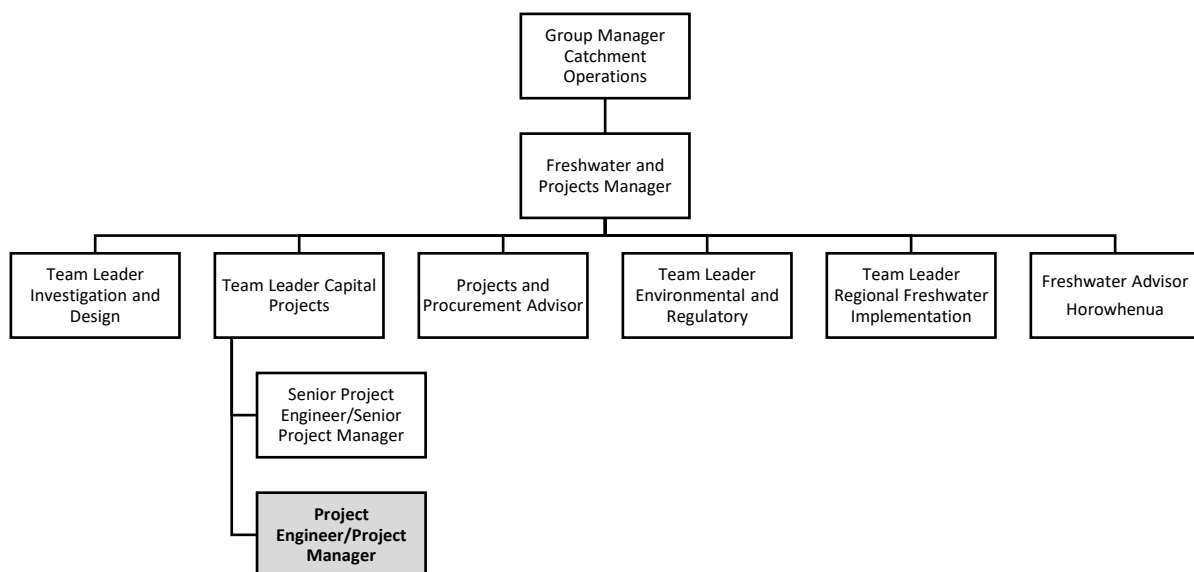




JOB DESCRIPTION

Job Title:	Project Engineer or Project Manager
Work Unit:	Catchment Operations Group
Responsible to:	Team Leader Capital Projects
Responsible for:	No direct reports
Position purpose:	The Project Engineer/Manager is responsible for planning, coordinating, and delivering a diverse portfolio of infrastructure and environmental engineering projects, primarily within the River Management team. The role ensures projects are delivered safely, efficiently, on time, within budget, and in accordance with legislative, environmental, contractual, and organisational requirements. Working collaboratively with internal teams, contractors, landowners, iwi, hapū, local authorities, and other stakeholders, the Project Engineer/Manager provides technical expertise, project leadership, contract management, and financial oversight to achieve positive outcomes for the region's flood protection, river management, and catchment infrastructure assets.
Salary:	\$92,118 (85%) – \$108,374 (100%)
Date:	August 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
▪ Iwi/hapu ▪ Consultants ▪ Territorial Local Authorities ▪ Landowners/Scheme ratepayers ▪ Community Groups ▪ Government Departments ▪ Interest Groups ▪ Ratepayers and the general public ▪ DOC, Fish & Game, Ministry of Cities, Environment, Regions and Transport, and other stakeholders ▪ Consultants and contractors ▪ Independent hearing commissioners	▪ Catchment Operations group ▪ River Management team ▪ Administration staff ▪ Consents Planners ▪ Consents Monitoring team ▪ Environmental Data team ▪ Finance

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Project/Financial Management	
▪ Lead the planning, coordination, and delivery of a portfolio of capital projects from initiation through to completion. ▪ Develop and maintain project plans, schedules, resource requirements, and delivery programmes aligned with organisational priorities and approved budgets. ▪ Monitor project progress, identify risks and issues, and implement mitigation strategies to minimise impacts on delivery. ▪ Coordinate internal staff, consultants, contractors, and stakeholders to ensure successful project delivery. ▪ Ensure projects comply with Council policies, legislative requirements, procurement processes, and relevant standards, including obtaining statutory approvals where required. ▪ Monitor project performance against agreed milestones, budgets, and key performance indicators, implementing corrective actions where required. ▪ Develop, monitor, and manage project budgets, and forecasts, ensuring effective financial stewardship throughout the project lifecycle. ▪ Ensure compliance with Council financial delegations, procurement policies, purchasing procedures, and contract payment requirements. ▪ Prepare detailed annual work programmes in accordance with the project and Annual Plan objectives.	▪ Projects are delivered safely, on time, within budget, and achieve agreed scope, quality, and performance outcomes. ▪ Project plans are developed, maintained, and updated to reflect changing priorities and project status. ▪ Project risks, issues, and dependencies are proactively managed and communicated. ▪ Project teams and stakeholders are effectively coordinated, with clear communication and accountability throughout the project lifecycle. ▪ Projects consistently meet compliance, procurement, and regulatory requirements. ▪ Project performance is effectively monitored, with issues identified and addressed early. ▪ Project expenditure remains within approved budgets, with variances identified, managed, and appropriately approved. ▪ Financial delegations and procurement requirements are consistently complied with, and financial records are accurate and complete. ▪ Annual work programmes are prepared within timeframes and in accordance with the Annual Plan objectives. Updated and revised as required. ▪ When required, resource consents are obtained to enable completion of works.

Evaluate all proposed work activities to determine the works status under the provisions of the Resource Management Act and Horizons Regional Council Plans and, where necessary, obtain resource consent approvals.	
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 strictly in accordance with NZS 3910 and Horizons Regional Council procedures. - Maintain quality Assurance on all Project works. - 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. - 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, Iwi, hapū, interest groups and with the public in general. - Establish effective relationships with iwi and 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 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	
- Understand and apply the employee duties outlined in the Safety and Wellbeing Policy. - Follow processes outlined in the Health and Safety Manual and relevant Hazard Management Plans.	- Hazards on all work sites are identified assessed and managed in accordance with the Health and Safety Management Policies. - All accidents that involve staff and contractors are reported on time. - Compliance with all procedures set out in the Health and Safety Manual are achieved. - All staff and contractors are aware of all hazards relating to their relevant work practices and areas. - A high level of health and safety awareness is evident in all activities.
Team Contribution	
Promote a culture that reflects the organisation's values, customer focus and excellence objectives.	Making an effective contribution to the team culture within the Catchment Operations Group.

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 projects 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 (3–5 years) managing infrastructure, civil, environmental, or capital projects through the full project lifecycle.
- 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.

KEY JOB COMPETENCIES

Expert Knowledge

- Contract management
- Financial management

Advanced Knowledge

- Project management
- Safe work practices
- Resource management
- Time management

Working Knowledge

- Competence in Microsoft Office packages
- River and drainage engineering

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

- Good interpersonal and negotiation skills.
- Excellent communication skills (verbal and written).
- Ability to quickly assess situations and to make decisions.
- Reliable and dependable.
- Ability to lead and achieve results from a project team.
- A good level of physical fitness.

OTHER REQUIREMENTS

Be prepared to:

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

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: ____/____/____