



JOB DESCRIPTION

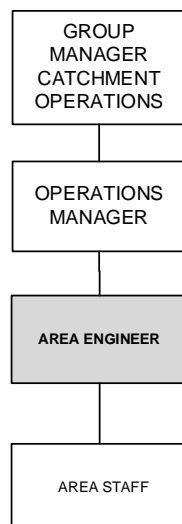
Job Title: Area Engineer
Work Unit: Catchment Operations Group
Responsible to: Operations Manager
Responsible for: Operational delivery of River Management activities within an Area of the Horizons region (Northern, Southern, Central or Eastern).

Position purpose:

- Lead the delivery of River Management activities within the Area of responsibility.
- Be a key Horizons operational face in the area, developing and maintaining robust, effective relationships with customers and key stakeholders.
- Ensure that river and drainage schemes with the Area of responsibility function effectively, are sustainable and are resilient.
- Effectively lead and manage the area team.

Salary: \$101,229 (85%) – \$119,093 (100%)
Date: July 2022

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

INTERNAL	EXTERNAL
Operations Manager Area team Operations team Catchment Operations Group Finance IT & IM Regulatory Other Horizons Regional Council staff	Scheme liaison groups Scheme ratepayers Iwi/Māori Farmers/landowners Territorial Local Authorities Government Departments Interest groups Contractors Consultants

The position has a high level of interaction with the public and stakeholders and consequently requires good interpersonal skills, effectively communicating what can be technically complex subject matter and being able to apply good negotiation and conflict resolution skills.

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Staff Management	
<ul style="list-style-type: none"> Providing leadership to both reporting staff and on occasion other staff within the Group. Participating fully in the performance management process working with staff to develop, monitor and review work performance. Develop staff capability. Promote a culture that reflects the organisation's values, customer focus and excellence objectives. Set work programmes and priorities for staff in accordance with organisational and Group goals. Manage significant personnel and performance issues as required. Assisting with the recruitment of new staff. 	<ul style="list-style-type: none"> Staff are motivated and engaged. Performance development and reviews indicate that staff have the requisite expertise and are carrying out their tasks to the required standard. Staff training and development programmes are agreed to and completed in a timely manner. Staff exhibit behaviours that reflect the organisation's values and customer focus. Staff have a clear understanding of their work objectives. Personal and performance issues are managed in a timely and appropriate manner.
2. Asset Management	
<ul style="list-style-type: none"> Facilitate the inspection/monitoring of all river and drainage scheme assets and activities. Monitor scheme performance and resilience. Maintain comprehensive asset registers for each scheme. Support and provide input to the development of Long Term Plans and funding strategies. 	<ul style="list-style-type: none"> Schemes operate as intended and deliver agreed levels of service. Work with the Assets & Environmental team to ensure asset inspections are undertaken in accordance with each scheme's asset management plans. Comprehensive asset registers for each scheme accurately reflect the current asset

<ul style="list-style-type: none"> ▪ Link asset management systems to operational plans. 	<ul style="list-style-type: none"> condition, quantum and value and are maintained to the required standard. ▪ Provide input within required timeframes to assist with asset capitalisation and valuation.
<h3>3. River and Drainage Operations</h3>	
<ul style="list-style-type: none"> ▪ Prepare and present scheme budgets and work programmes to both management and scheme ratepayers. ▪ Monitor and manage expenditure for schemes and team centres. ▪ Prioritise, plan, co-ordinate, direct and supervise works required to meet Scheme Review, Operational and Annual Plan objectives ▪ Report to Operations Manager, Operations Committee and ratepayer Liaison Groups. ▪ Prepare annual reports for historic record, Liaison Groups reporting and Scheme Review purposes. ▪ Provide input into Horizons Regional Council Annual Plan and Annual Report and technical input to Scheme Reviews. ▪ Initiate technical surveys, investigations and design in relation to scheme efficiency/reliability improvements. ▪ Inspect, advise, design, prepare proposals and facilitate remedial works outside scheme areas. ▪ Prepare, administer and manage formal contracts, minor works contracts and plant/labour hire contracts. ▪ Evaluate all proposed work activities to determine the status under the RMA and/or Horizons Regional Council Regional plans. Where necessary, ensure resource consents are obtained. 	<ul style="list-style-type: none"> ▪ Programmes are prepared and are updated twice yearly or following a substantial flood event. ▪ Scheme Ratepayers are generally satisfied with both the work and financial performance of the area. ▪ Inputs to all plans, reports and reviews are concise, robust, accurate and timely. ▪ Scheme works, Scheme Review, management and capacity centre expenditure is maintained within approved budget. ▪ Programmed works are completed to a professional standard. ▪ All surveys, investigations and designs are technically sound and are completed on time. ▪ All environmental grant works comply with the Council's policies, are technically sound and are completed within approved budgets. ▪ All formal contracts are administered and managed in accordance with the both organisational guidelines and the appropriate standards. ▪ All activities are compliant, particularly with respect to environmental and Health and Safety requirements. Organisational risk exposure, particularly exposure to financial risks, is appropriately managed.
<h3>4. Communication and Advocacy</h3>	
<ul style="list-style-type: none"> ▪ Maintain effective communication in relation to the Group's activities with Territorial Local Authorities, Government Departments, ratepayers, iwi/Māori, interest groups and with the public in general. ▪ Front meetings of Scheme Liaison Groups, ratepayers and special project or interest groups with respect to river and drainage activities. ▪ Liaise with iwi/hapū in relation to scheme activities and Resource Consent applications. Attend Marae meetings as required. ▪ Respond to written and verbal requests for information and advice. ▪ Fulfil the role of approved media spokesperson as required. 	<ul style="list-style-type: none"> ▪ Customers are satisfied with responses to written or verbal requests for information. ▪ Accurate and timely responses to media requests for information are provided. ▪ A professional attitude is projected at all times when dealing with councillors, council staff, external organisations and ratepayers. ▪ Significant and complex issues are communicated to stakeholders in an appropriate and effective manner, giving consideration to the diverse views such parties may hold. ▪ Meaningful and resilient relationships are built and maintained with iwi/Māori.

<ul style="list-style-type: none"> ▪ Effectively manage communications in line with the diverse views of stakeholders in relation to significant complex issues such as scheme rating. 	
5. Health and Safety Management	
<ul style="list-style-type: none"> ▪ Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. ▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Promote and support the safe and early return to work of injured employees. ▪ Ensure hazard management plan review is undertaken annually for your team. ▪ Ensure all hazards are identified and steps are taken to mitigate them. ▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> ▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness. ▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. ▪ Hazard management processes are reviewed annually and implemented and monitored for your team, every work site and depot location. ▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas. ▪ All staff are provided with, and trained in, the use of appropriate PPE. ▪ Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. ▪ A high level of health and safety awareness is evident in all activities.
6. Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake performance development tasks/responsibilities. ▪ Undertake health and safety tasks/responsibilities. ▪ Participate in emergency management 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). ▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and 	<ul style="list-style-type: none"> ▪ 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. ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.

regularly reviewed and updated to ensure its currency.	
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PERSON SPECIFICATION

Qualifications

- A tertiary qualification in Civil Engineering at a minimum level of **Bachelor's** or equivalent
- Experience in, or aptitude for, staff management, including how to effectively engage staff to deliver the best results for Horizons.
- A current "Class 1 - with no restrictions" motor vehicle licence.

Knowledge/Experience

- Ideally extensive experience in river and drainage engineering, or similar Civil Engineering discipline.
- Experience in contract management.
- Good levels of time and project management, financial management, and IT skills are desirable.
- Good knowledge of the Resource Management Act 1991.
- Good knowledge of the Health and Safety in Employment Act 1992.
- Knowledge of the statutes applicable to local government.

KEY JOB COMPETENCIES

Expert Knowledge

- Contract management

Advanced Knowledge

- Safe work practices
- River and Drainage or other Civil Engineering
- Staff management
- Time/project management
- Financial management

Working Knowledge

- Competent in Microsoft Office packages
- Resource management

Awareness

- Understanding and sensitivity to cultural perspectives other than **one's** own.

KEY 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.
▪ Leadership	Creates a clear direction, inspires a shared commitment and leads by example
▪ Developing and Managing Performance	Builds an environment that is focused on enhancing the skills and performance of individuals and teams

PERSONAL ATTRIBUTES

- A high level of interpersonal and communication skills is essential. In particular an affinity and ability to relate well to the rural community.
- An acceptance and ability to deliver the principles of good customer service is essential.
- 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 relationship 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.*

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council Staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

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

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