

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Project Engineer Infrastructure		
Responsible to:	Manager Regional Projects		
Responsible for:	N/A		
Salary Range:	Progress above the Estimated Market Value (EMV - 100%) level is based on sustained individual officer performance:		
	\$73,393 (80%)	\$91,741 (EMV - 100%)	\$105,502 (115%)

Section Aims

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

- Provide a centre of expertise in capital project delivery
- Maintain and improve the project management framework
- Maintain and improve the project management information system linking with the corporate PMO
- Deliver portfolio of capital infrastructure projects with agreed timeframes and budget

Role of Senior Engineering Officer Projects

The role of Project Engineer Infrastructure is provide the day to day management of infrastructure projects. In addition you will contribute to the strategic direction on how the Asset Management Group delivers its capital program. As a key member of the Regional Projects Team you will:

- Build and maintain effective working relationships with a range of internal and external stakeholders
- Manage infrastructure projects through the full lifecycle from activation to closeout managing designers and constructors to handover agreed assets to the asset manager and operator
- Provide a centre of expertise for project estimating
- Develop and manage construction contracts (NZS3910) with both in –house construction resources and the external contracting industry

Role Expectations

Project Delivery

- Ensure delivery of the capital portfolio is delivered to scope, cost and time metrics
- Provide a centre of expertise to Asset Management Group in project estimating
- Champion change to ensure the performance of the project delivery portfolio is transparent and visible

Relationship Management

- Ensure the establishment and maintenance of strong and meaningful relationships with agreed internal and external stakeholders.
- Report on achievement of these relationship expectations.

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 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 others 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.
- Active involvement in decision making processes when the opportunity is made available.

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.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.

POSITION TITLE: Project Manager

- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

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 Continuance 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.

Key Skills**Knowledge**

- Appropriate Tertiary Qualifications.
- At least 5 years' experience delivering infrastructure projects for local government, utilities or consulting engineer
- Practical knowledge of river engineering.
- Sound understand of relevant legislation.

Skills

- Relevant experience of project management frameworks, systems and practices
- Practical understanding of contract documentation (NZS3910) Sound understanding of relevant legislation.
- Sound computer skills Microsoft office suite and project management tools

Personal Attributes

POSITION TITLE: Project Manager

- Strong health and safety focus
- High level of initiative and an ability to lead.
- Excellent interpersonal skills, pro-active and self-motivated.
- Clean driver's license.
- A commitment to continuous improvement in the work place.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

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