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| **HAWKE’S BAY REGIONAL COUNCIL**  **Job Description** |

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| **Position Title:** | **Design Engineer** | | | |
| **Responsible to:** | Team Leader Principal Engineer Design | | | |
| **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%) |  |
| **Job Context:** | | | | |
| **Section Aims (Why does the section exist?)** | | | | |

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

* Engineering design for 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.
* 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.
* Waterway and flood modelling for specific projects as required for asset management, emergency management and other Council business.
* Management of scheme waterways to enhance the ecology and biodiversity values together with the cultural and recreational values.
* Ongoing management of HBRC’s infrastructure assets in accordance with asset management plans.
* Monitoring and managing the region’s coast and river bed gravel resources, and providing advice regarding HBRC involvement in these.
* 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 – eg, super design flood, coastal erosion.
* 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 Maori, community liaison.
* Undertaking hydrologic and hydrodynamic modelling and flood studies on a consultancy basis for the Territorial Authorities in the region, Gisborne District Council and private concerns.
* Undertaking various other project works as required by Council.

**Role of Design Engineer (The specific role)**

The role of the Design Engineer is to provide relevant, professional input into the roles and functions as outlined above in order to assist the Regional Assets team achieve their objectives. The Design Engineer’s input will relate to their relevant skills and experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with the job holder and expectations will be fair and reasonable and within the broad requirements outlined above.

**Role Expectations (Indicative examples that show the work is being done effectively)**

* Engineering designs for flood control and drainage infrastructure are developed to a high professional standard within budgets and time frames set.
* Written reports are completed to a high standard.
* Required waterway and flood modelling is completed effectively and efficiently.
* Requests for engineering input into a range of other Council work are provided to a high professional level. Notwithstanding other priorities, suitable time frames should be negotiated with requesting sections which meet the requirements of both.
* Projects assigned are completed effectively and efficiently.
* The ecology, biodiversity, cultural and recreational values associated with the work have been effectively considered.
* Requests from territorial local authorities for assistance with various engineering work as negotiated and agreed are dealt with effectively. This may include work for Gisborne District Council and possibly private concerns**.**
* Readily accepts accountability for decisions made.

**Continuous Improvement**

All 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.
* 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**

* Appropriate tertiary qualification.
* Working towards (or already achieved) such recognition as Chartered Professional Engineer.
* Appropriate working experience to meet the diverse nature of the position.
* A self-motivated, pro-active and energetic person with an excellent ‘can do’ attitude.
* Excellent interpersonal skills both on a one-to-one basis and with groups, including fellow professionals and members of the public.
* An understanding of community development and how to establish confidence in those communities to effectively promote HBRC’s policies or issues.
* A high level of initiative.
* Good range and ability with computer applications.
* Sound understanding of the following legislation: Resource Management Act, Biosecurity Act, Reserves Act, Local Government Act, Soil Conservation and Rivers Control Act, Public Works Act.
* Clean driver’s license.
* A commitment to continuous improvement in the work place.

**HBRC’s Vision, Purpose and Values**

**Our Vision:** A connected and vibrant region with resilient communities, a prosperous economy, and a clean, healthy environment.

**Our Purpose:** We enable the wise use of the region’s natural resources. We achieve this via our leadership role in the following areas:

* Natural resource knowledge and management
* Natural hazard assessment and management
* Regional strategic planning
* Regional scale infrastructure and services
* Economic Development

**Our Values: Excellence** We aim high and take pride in everything we do

**Leadership** We anticipate and prepare for the future

**Innovation** We are open to change and seek better ways of doing things

**Integrity** We demonstrate openness, honesty and respect in our relationships

**Partnerships** We seek strong collaborative partnerships to achieve common goals