

### POSITION DETAILS

<b>TITLE</b>	Engineering Cadet
<b>REPORTS TO</b>	Team Leader Network Operations
<b>LOCATION</b>	Civic Centre, Commerce Street, Whakatāne
<b>DATE</b>	November 2022
<b>DIRECT REPORTS</b>	Nil
<b>FINANCIAL DELEGATION</b>	Nil
<b>AUTHORITIES</b>	Nil

### PURPOSE OF POSITION

The primary purpose of this role is for learning and development of civil engineering knowledge and skills. The knowledge and skills are to enable the Engineering Cadet to provide efficient and effective primary support to the Road Networks Operations Team and secondary support to the wider Transportation team as required. Additionally, a requirement of the role is the ongoing participation in Civil Engineer training, and completion of the NZ Diploma in Civil Engineering.

### KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
<b>VALUES</b>	The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
<b>TECHNICAL SUPPORT</b>	<p>Efficient and effective support is provided as directed to the Network Operations Team, as required, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Undertaking duties as directed by the Team Leader Network Operations</li> <li>- Generate, maintain and update reports from roading databases as required</li> </ul> <p>Support and assistance is provided to the wider Transportation Team as required.</p> <p>All data is accurately recorded in appropriate corporate data systems as required.</p>
<b>RELATIONSHIP MANAGEMENT</b>	<p>Internal and external relationships are effectively managed and maintained that ensure collaborative and positive working relationships.</p> <p>Promote a positive, engaged team culture by being a proactive team member that positively represents both the team and Council at all times.</p> <p>Key stakeholders and customers receive high quality responses to feedback or correspondence in a timely manner that consistently reflect Council's objectives to promote the Whakatāne District.</p> <p>Cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi.</p>

<p><b>PERSONAL DEVELOPMENT</b></p>	<p>Attend and actively participate in all relevant training required to competently progress and attain the NZ Diploma in Civil Engineering, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Register with the appropriate ITO and commit to completion of all required coursework.</li> <li>- Attend all block courses and required training programmes.</li> <li>- Successfully complete all learning modules seeking support and advice as required from colleagues.</li> </ul> <p>Undertake additional training in all aspects of roading management, as required.</p>
<p><b>HEALTH, SAFETY AND WELLBEING</b></p>	<p>Council’s documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>All work-related hazards, incidents and accidents are accurately reported and any follow up corrective actions are implemented.</p> <p>Support is provided, as required, to the Health &amp; Safety Advisor to complete internal audits, assessments, and investigations.</p> <p>Health and Safety training is regularly attended and certification, as required, is current.</p> <p>Active worker participation and engagement in Council’s health, safety and wellbeing practices and projects.</p>
<p><b>CIVIL DEFENCE</b></p>	<p>Assist with Emergency events as instructed.</p> <p>Attend relevant training as required.</p>
<p><b>ADDITIONAL DUTIES</b></p>	<p>Complete other duties that may be required</p>

### KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Public</li> <li>▪ Consultants and Contractors</li> <li>▪ Iwi</li> <li>▪ Other local and territorial authorities</li> <li>▪ Community Boards</li> <li>▪ Other Government and Non-Government Organisations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manager, Transportation</li> <li>▪ Transportation Team members</li> <li>▪ Other staff and managers within the Infrastructure Group</li> <li>▪ All other staff within Council</li> <li>▪ Council elected members</li> </ul>

<b>PERSON SPECIFICATION</b>	
<b>QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP</b>	NCEA Level 2, and a minimum total of 48 credits at level 2 in four subjects including at least 12 credits in mathematics (preferably achievement standards in algebra, calculus or trigonometry).
<b>EXPERIENCE</b>	Demonstrated experience in computer software programmes including Microsoft Office including Excel, Word, PowerPoint and Outlook.
<b>KNOWLEDGE, SKILLS AND ATTRIBUTES</b>	<p>High attention to detail, excellent time management and ability to work unsupervised, process focussed with strong emphasis on accuracy and continuous improvement.</p> <p>Able to influence decisions confidently with good interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Excellent decision making and problem-solving ability, can confidently analyse and apply key information with good judgement and takes accountability.</p> <p>Comfortable and competent with information technology. Ability to pick up and learn new digital platforms and progresses</p>
<b>OVERALL</b>	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Full clean current drivers licence.</p>



## OUR VISION AND VALUES

*Tō tātau matakitenga  
me ngā wāriutanga*

OUR VISION *Ngā matakitenga*

 **Better Together**  
**Toitū te Kotahitanga**

WHAKATĀUKI

Hūtia te rito o te harakeke,  
kei hea te kōmako e kō, kī mai ki ahau.  
He aha te mea nui o te ao, māku e kī atu,  
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where  
will the bellbird sing? If you ask me what is the  
most important thing in the world  
I will tell you, it is people, it is people, it is people.*

We put **people** at the  
**heart** of everything we do  
**Toitū te Tangata!**

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We work as **one team**  
**Toitū te Mahi Tahi!**

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

We are always **learning**  
and **improving**  
**Toitū te Taumata!**

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about  
our **environment**  
**Toitū te Taiao!**

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are **passionate**  
and **proud**  
**Toitū te Mauri Ora!**

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together