

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

In this role you will work with diverse groups of people and assist with developing projects from the initiation stage through to implementation. You will also provide solutions for systems and processes for the Council, design and draughting for various projects, assist with asset data gathering and analysis, while also providing engineering advice on infrastructure, planning and asset management practices, as well as major procurements and contracts.

This is an exciting opportunity to play a key role in delivering Council's infrastructure projects.

You will:

- Manage projects across the 3 waters, coastal structures, roading, community projects, and council property building activities.
- Review, agree and define project scopes and objectives.
- Produce design and draughting for various projects.
- Produce reporting as required.
- Develop project solutions, systems and processes for the Council.
- Resource budgets from other organisations when working on joint ventures.
- Supervise and coordinate contractors.
- Ensure contracts are only let to approved service providers.
- Perform regular health and safety and work quality audits.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a permanent full-time 40 hour per/week position based at Council's Te Rourou building, High Street, Hawera and will work closely with the Projects Manager and team. The Team's role is to lead project management within the Infrastructure Group and ensure that we continue developing our project management practices to a high standard. The team designs most of the utility services and some roading projects inhouse. This unit works as a multi-skilled team, sharing workloads and providing a high level of customer service.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **16**. The salary range for this position is between **\$96,480pa and \$107,200pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a

period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the advertisement.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

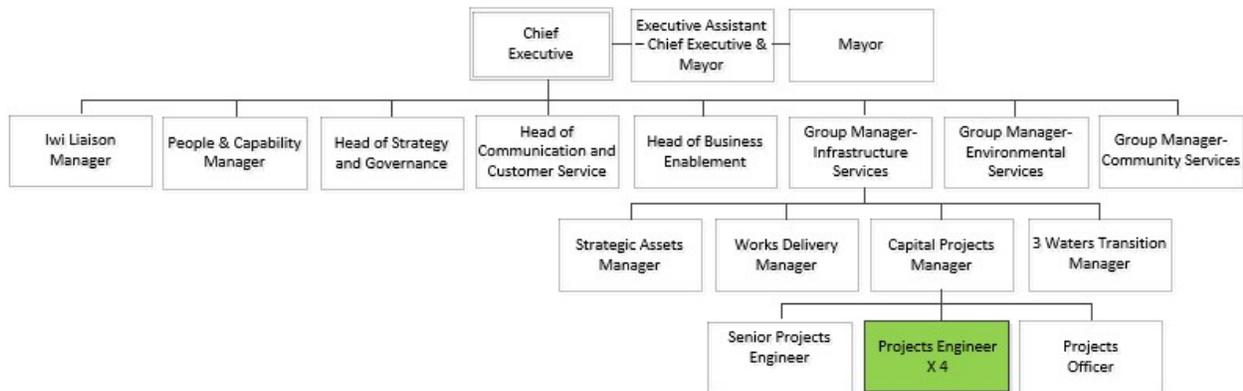
HUMAN RESOURCES TEAM

Position Description

Position Details			
Title:	Projects Engineer		
Unit:	Projects	Group:	Infrastructure Services
Position Reports to:	Projects Manager		
Salary Grade:	16	Hours of Work:	40
Special Conditions:	Nil		
Staff Management:	Nil	Budget Responsibility:	\$25,000
Position Occupant:	Vacant		
Date Created:	May 2019	Date Last Reviewed:	May 2025

Position Objective

The purpose of the position is to undertake projects and works as required by the Projects Manager. It will also oversee capital works as approved in the Long Term and Annual Plans and administer the Contracts register.



Key Duties and Functions

- Effectively manage projects across the 3 Waters, coastal structures, community projects, Roading and council building activities as directed by the Projects Manager.
- Review, agree and define project scopes and objectives.
- Ensure the completed projects meet the defined scope and objectives.
- Programme and implement projects within timeframes and budgets.
- Produce reporting as required, detailing financial performance and progress on meeting agreed Statements of Service performance.
- Produce design and draughting for various projects.
- Assist with asset data gathering and analysis of data in terms of conditions, performance and utilisation for strategic planning.
- Develop project solutions, systems and processes for the Council.
- Ensure contracts are priced in accordance with the Procurement Manual and Council systems and policies.
- Initiate creative designs using AutoCad Civil 3D.
- Resolve technical problems on various projects.
- Resource budgets from other organizations when working in joint ventures. (NPDC, SDC, NZTA, other services companies).
- Supervision and co-ordination of contractors.
- Provide information as required to ensure the Contracts Register is up to date and accurate.
- Provide and issue a Check List of Processes for all Contracts.
- Ensuring that Contracts are only let to approved Service Providers.

Attributes and Capabilities

Analytical/Research Skills

- Reviews and analyses a wide variety of information.
- Provides specialist advice in the three waters.
- Resolve complex issues.

Attention to Detail

- Ensures information is complete and accurate.

Change Management

- Understands the need for change; the change process; and supports change management efforts.

Communication Skills

- Listens actively, writes and speaks clearly.
- Mediates when difficult issues arise with element of risk.

Computer Literacy

- Computer- literate with software proficiency covering a variety of applications.
- Proficiency in AutoCAD is highly desirable.

Creativity

- Develops creative thinking, new ideas and unique and novel solutions to current issues.

Cultural Sensitivity and Awareness

- Recognises and values the benefits of the diversity of people, ideas and cultures.

Customer Service

- Actively promotes and demonstrates Council's Customer Service Standards.
- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer.

Decision Making Skills

- Makes decisions exhibiting judgement and understanding of the issues.

Finance and Budget Management

- Applies financial concepts and practices to establish and maintain realistic budgets and ensure decisions are fiscally sound and responsible.

Negotiation/Conflict Resolution

- Utilizes appropriate interpersonal styles and methods to gain agreement or acceptance of an idea, plan, activity or service.

Teamwork - "Spirit of Oneness"

- Works with and helps others to accomplish objectives.

Knowledge, Experience, Qualifications & Skills**Essential**

- University Degree in Civil Engineering as recognised by Engineering NZ under Washington accord and relevant experience.
- Competent in using AutoCad Civil 3D.
- Experience in Civil Engineering standards and codes of practice, construction practices, design and management.
- Experience in Contract Law, Contract supervision and Construction Methodologies.
- Competent in Health & Safety practices.
- Full, clean NZ Driver's license.

Desirable

- Chartered Professional Engineer (C.P.Eng).