

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, dedicated to providing quality services and facilities for our communities. We place 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



MAKING OUR *communities* **BETTER**

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

The Roothing Projects Engineer undertakes rooding capital projects as directed by the Roothing Projects Team Leader, ensuring approved works are delivered in line with the Long-Term Plan and Annual Plan, and to the required standards, budget, programme and safety requirements. The role manages projects through the full lifecycle, including defining scope and technical requirements, preparing designs, resolving technical issues, supervising contractors and consultants, and administering contracts in accordance with Council procurement policies and approved service provider requirements.

The position also manages project budgets, monitors expenditure, reports variances, and supports financial forecasting and reporting. It maintains accurate project records and completion documentation, ensures compliance with engineering, procurement and health and safety requirements, engages with internal and external stakeholders to support delivery, and contributes to asset data analysis and continuous improvement initiatives.

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 STDC's Te Rourou Building in Hawera and will report directly to the Roothing Projects Team Leader.

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 **\$98,730pa and \$109,700pa** 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 Application Form.

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.

PEOPLE & CAPABILITY TEAM

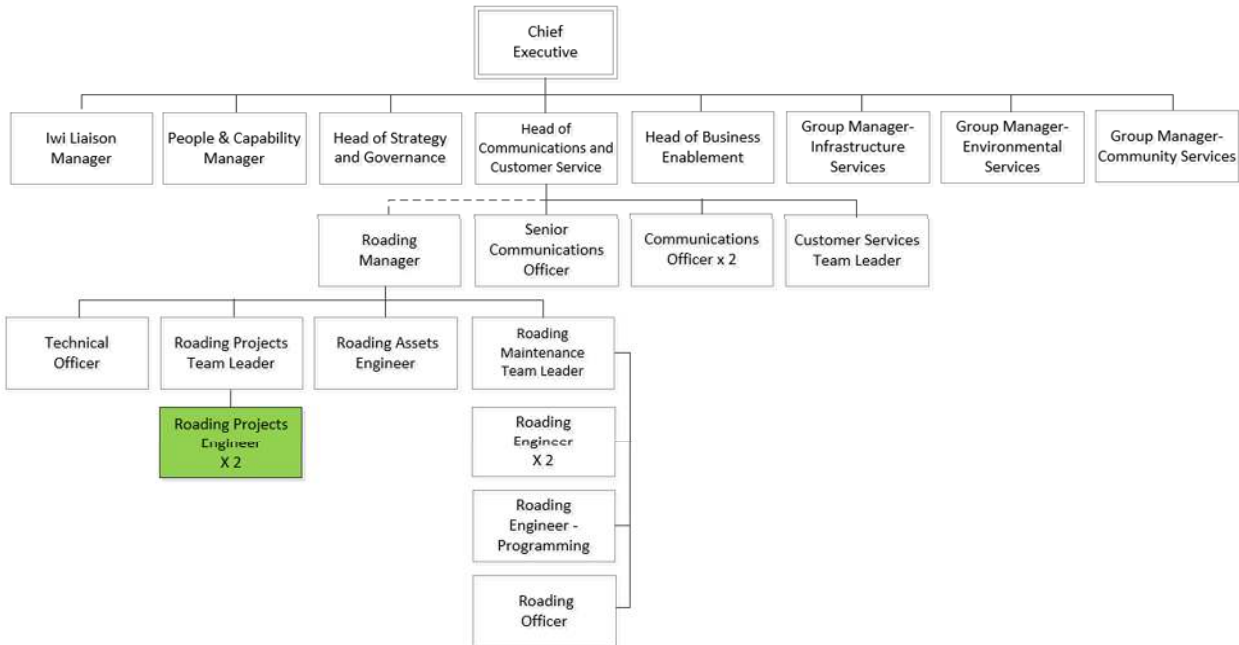
Position Description



Position Details			
Title:	Roothing Projects Engineer		
Unit:	Roothing	Group:	Communication and Customer Services
Position Reports to:	Roothing Projects Team Leader		
Salary Grade:	16	Staff Management:	Nil
Position Occupant:	Vacant		
Date Created:	March 2026	Date Last Reviewed:	

Position Objective

The purpose of this position is to undertake roading capital projects as directed by the Roothing Projects Team Leader. This includes delivery of approved capital works in accordance with the Long-Term Plan and Annual Plan, ensuring projects are completed to required standards, within budget, programme, and safety requirements.



Important Functional Relationships	
Internal	Purpose of Contact
Roading Projects Team Leader	Receive project direction and priorities; confirm scope, programme, budget, risks and approvals; provide progress reporting and escalate issues.
Roading Maintenance / Operations team	Coordinate programming and traffic management around maintenance activities; confirm constructability, temporary works and access; handover assets and defect information.
Council staff	To collaborate with internal stakeholders including but not limited to Customer Service, Finance, Health and Safety, Legal, Policy, Roding, Infrastructure, and Iwi Liaison to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive. That all operational matters including but not limited to public communication, payroll, health and safety, and vehicle maintenance are managed effectively.
External	Purpose of Contact
Consultants (designers, planners, engineers)	Provide specialist technical advice; undertake investigations, design and peer review; and support delivery of capital projects.
Contractors and Service Providers	Deliver construction works and services; manage programme, cost, quality and health & safety performance; and resolve technical and contractual issues.
Regulators, utility network operators, and affected stakeholders (e.g., NZTA/Waka Kotahi, utilities, emergency services, public/landowners, mana whenua)	Obtain permits/approvals and coordinate corridor access; manage service investigations/relocations; coordinate TMPs and traffic impacts; consult on affected parties, mitigate disruption, and address enquiries/complaints.
Funding / audit agencies (where applicable)	Provide project information for funding approvals and claims; demonstrate compliance with funding conditions; support audit queries and evidence requirements.
Community groups, landowners, iwi and affected stakeholders (including DOC, Fish and Game, TRC, Heritage NZ)	Consult with affected parties, communicate project scope, timing and impacts; manage access and disruption issues; and respond to enquiries and concerns.
Neighbouring councils / Road Controlling Authorities	Coordinate cross-boundary works, detours and network impacts; align standards and approvals where interfaces occur; share programme and lessons learned.
Testing laboratories / independent reviewers / certifiers	Arrange inspections and compliance testing; obtain independent review/certification as required; verify quality outcomes and close out non-conformances.

Position Duties and Functions
<p>Financial Management</p> <ul style="list-style-type: none"> • Manage allocated project budgets and monitor expenditure against approved budgets. • Identify, justify and report budget variances in a timely manner. • Assist with financial forecasting and reporting for roading capital works. <p>Operational Responsibilities</p> <ul style="list-style-type: none"> • Undertakes roading capital projects as directed by the Roding Projects Team Leader. • Define project scope, objectives and technical requirements. • Resolve technical issues arising during design and construction phases. • Ensure contracts are priced in accordance with the Procurement Manual and Council systems and policies. • 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.

Project Delivery and Oversight

- Effectively manage projects across the roading activity as directed by the Roothing Projects Team Leader.
- Prepare concept and detailed designs using AutoCAD Civil 3D.
- Supervise and coordinate contractors and consultants.
- Ensure projects are delivered within agreed scope, programme and budget.
- Administer contracts in accordance with Council procurement policies.

Reporting and Documentation

- Prepare and provide project progress and financial reports.
- Ensure as-built drawings and completion documentation are completed.
- Maintain accurate project records in Council systems.

Quality and Compliance

- Ensure compliance with engineering standards and codes of practice.
- Monitor contractor health and safety performance.
- Ensure only approved service providers are engaged.

Stakeholder Engagement and Collaboration

- Liaise with internal and external stakeholders to coordinate project delivery.
- Engage with external agencies and partners as required.

Other Duties

- Assist with asset data collection and analysis
- Contribute to continuous improvement of project delivery systems.
- Undertake other duties within the skills and capabilities of the position.

Generic Duties and Functions

Budget and Financial Management

- Monitor actual expenditure against budget and report variances with appropriate commentary and corrective actions.
- Provide timely and accurate financial reports to the Unit Manager and Finance team.
- Identify financial risks and opportunities.

Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).
- Ensure any known risks or hazards are identified and reported to the organisation.

Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

Civil Defence

- Attend Emergency Management training at Coordinated Incident Management System – Level 3.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Iwi/Council Partnerships

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Attributes and Capabilities

Analytical / Research Skills

- Reviews and analyses a wide variety of information.
- Provides specialist advice in roading infrastructure.
- Resolve complex issues.

Attention to Detail

- Ensures information is complete and accurate.

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

- Utilises 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

- Bachelor’s degree in civil engineering or roading recognised by **Engineering New Zealand**, and relevant experience.
- Competent in AutoCAD Civil 3D.
- Experience in civil engineering standards and codes of practice, construction practices, design and contract supervision.
- Demonstrated technical knowledge and practical experience across Roothing infrastructure
- A valid NZ full or restricted driver’s licence.

Desirable

- Chartered Professional Engineer (CPEng).
- Project management qualifications.

Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.