

SCHEDULE 2: POSITION DESCRIPTION

Job title	Licensed Cadastral Surveyor
Department	Survey
Reports to	National Manager Survey
Date	May 2026
Salary Range	\$130k to \$150k

1. PURPOSE OF POSITION

The purpose of the Licensed Cadastral Surveyor role is to be a key member of the surveying team responsible for the provision of surveying and engineering services to clients. You will undertake day to day surveying tasks as requested by the Survey Manager and provide key input into projects including liaising with clients, councils, and contractors.

Collaborating across departments (Surveying, Aerial, Environmental Science, Farm Environmental), and with external partners (Contractors, Councils and Clients) the Survey Team uses a strategic approach and project management disciplines to ensure all jobs are professionally managed and expectations are exceeded.

As a Licensed surveyor you will support the Regional Lead Surveying with both technical signoff, project management, and staff mentorship in good survey practice.

VISION & VALUES

Our vision is to be the best little environmental consultancy in the world. A vision that puts people and relationships first but never at the expense of expertise. A vision that seeks out innovative and ground-breaking solutions that achieve a commercial and environmental balance. A vision that demands we live our values everyday by being the best we can be, that we collaborate, that we're honest and that whilst we might be world class, we will never be too big to care.

Our core values are:



5. KEY RELATIONSHIPS

KEY RELATIONSHIPS	TYPICAL NATURE OF CONTACT
Surveying Team	• Work collaboratively and share knowledge freely to empower and educate our clients, ourselves and Landpro staff • Undertake survey tasks to the agreed standard in a timely manner as prescribed by Surveyor Staff eliver assigned planning tasks to the agreed standard in a timely manner. • .
Councils/Regulatory Agencies	• Facilitate enduring partnerships and relationships, understanding philosophy, principles and approach, in order to navigate changes and facilitate efficient and effective outcomes for clients
Clients	• Build positive relationships with clients and provide unbiased advice relevant to the clients needs and expectations. • Relationships before business is our point of difference for clients – we care for our clients and their projects. • Knowing our community (internally and externally) sets us apart and connects us. • Support enduring partnerships and relationships, understanding philosophy, principles and approach, in

	order to navigate changes and facilitate efficient and effective outcomes for clients. • Outline Landpro products and services and explore solutions for mutually beneficial outcomes with clients and partners.
Mana whenua, consultants, contractors and other stakeholders	• Partner with Mana Whenua to incorporate indigenous perspectives and knowledge into environmental planning. • Facilitate enduring partnerships and relationships with external and internal partners, so as to deliver quality products and services on time and in a mutually beneficial way.

6. AUTHORITIES

This position has no authorities.

7. KEY ACCOUNTABILITIES

The position of Planner encompasses the following major functions or key results areas:

ACCOUNTABILITY	PERFORMANCE INDICATOR
Surveying – Data capture & document design • All tasks are delivered in a timely manner, prioritised in consultation with Survey staff. And meet the Landpro Survey Guidelines. • All documentation prepared in accordance with industry best guidelines, legislative requirements and company policies and procedures.	• Ensure all data is captured to Landpro's Survey Guidelines, is factually correct and free of errors, and is quality assured • Field work is undertaken in accordance with timeframes agreed with Surveyor and client • Ensure all data is processed, and documents/surveys are prepared to Landpro's Survey Guidelines, is factually correct and free of errors, and is quality assured • Risks are adequately outlined & agreed to with clients/Survey Staff at the outset of project • Documents and surveys meet the legal requirements of the Cadastral Survey Rules (2010), RMA, Local Government Act, Land Act and Crown Pastoral Land Act, as well as any other necessary legislation

ACCOUNTABILITY	PERFORMANCE INDICATOR
Maintain the highest professional service to Clients & Partners All tasks are carried out in a professional manner, reflecting the Landpro values and in the best interest of the client.	- All jobs are prepared in a timely manner, without delay. - The Client is aware of job status, milestones and any delays at all times - Communication with the client remains above client expectations. - Repeat business occurs as a result of excellent service. - Client complaints are minimised – but if they occur, they are handled with input from one of the Leadership Team. - Key business alliances are maintained with councils, clients and consultants
Maintain consistent vigilance towards Health and Safety Adhere to Landpro's Health & Safety and Quality Plans and procedures, taking reasonable care of oneself and others who may be affected by ones actions.	- All legislative environmental and health and safety requirements are adhered to. - All Landpro Health & Safety and Quality Plan and Safe Work Procedures are followed - All incidents are reported in a timely manner via Auditiz. - Ensure all work sites have an active Health and Safety plan
Maintain up to date administration & reporting All tasks are carried out in accordance with company administration procedures.	- Keep clear, precise and factual notes and files. - Work presented to a consistently high standard. - Complete weekly timesheets via WorkFlow Max - Undertake client invoicing. - All timesheets and other administration requirements are undertaken on a weekly basis, and client invoicing completed on a monthly basis
Be a high involvement Team Member Contribute to the evaluation and implementation of continuous improvement processes for the company, PEF Team and self.	- Handling a diverse workload, with long term work horizons while remaining flexible and agile about what needs doing now. - Supporting less experienced team members. - Handling some enquiries and/or tenders, so that the potential clients have confidence to work with Landpro on their project. - Work collaboratively with other teams and disciplines of Landpro towards organisational and team outcomes

ACCOUNTABILITY	PERFORMANCE INDICATOR
	• Participate in the development of companywide initiatives and marketing. • Attend fortnightly meetings with the PEF team & bimonthly All Staff meetings. • Meet monthly with supervisor/management and/or senior staff to discuss performance, monitor progress and consider future requirements • Commit to developing an individual action plan and delivering on the agreed professional development plan with your manager biannually

8. SUCCESS PROFILE

GE	EXPERIENCE
ed Cadastral Surveyor ership of NZIS, S+SNZ or other Professional Industry Group able. standing of planning concepts and interpretation of l and district plans standing of the Resource Management Act and all relevant on, including National Environmental Standards and l Policy statements relating to the provision of planning s for a wide variety of projects and clients recognised onal qualification in Surveying (or similar) at tertiary Zealand Drivers Licence. sation to work in New Zealand (or New Zealand citizenship ency).	• 5+ years of experience across a broad range of survey skills(specifically: cadastral work, topographic surveys, Engineering design, plan drafting and 12d experience) • Experience with Landonline, 12D, AutoCAD, Pix4D and Leica instruments An excellent understanding of regional and district council consent processes and associated legislation • Experience liaising with clients around pricing and timelines • Experience in managing your own projects and mentoring junior staff • Experience in working with and/or consulting on large scale projects • As confident working independently and solving problems on the fly as working collaboratively within a team • Understanding of planning concepts and interpretation of While not required the following would be advantageous: • Experience across a broad range of survey skills, (specifically: Cadastral work, topographic surveys, Engineering set-out, Plan drafting and 12d experience)

	• Experience with Landonline, 12D, AutoCAD and Leica instruments (GPS and Total Station) • Experience in working with and/or managing multiple tasks or projects at once • Experience liaising with clients around scheduling and processes.
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PERSONAL STYLE	COMPETENCIES
Communication: Conveying information and ideas clearly and concisely to individuals or groups in an engaging manner that helps them understand and retain the message; listening actively to others. Collaborating: Working cooperatively with others to help a team or work group achieve its goals. Engagement Disposition: Demonstrating a willingness to invest your time, talent, and best efforts in accomplishing organisational goals. Applied Reasoning: The ability to solve problems, identify trends and interrelationships between data and information, and effectively reason through complex challenges. Continuous Learning: Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application. Initiating Action: Taking prompt action to accomplish work goals; taking action to achieve results beyond what is required; being proactive.	Planning and Organising: Establishing an action plan for yourself and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources. Building Customer Relationships: Ensuring that the customer's internal or external needs are met; building productive relationships with customers; taking accountability for customer satisfaction and loyalty; using appropriate interpersonal techniques to prevent and resolve escalated customer complaints and regain customer confidence. Adaptability Maintaining effectiveness when experiencing major changes in work responsibilities or environment (e.g. people, processes, structure, or culture); adjusting effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful. Driving for Results: Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.

	Broadening Business Value: Exploring customers' underlying issues and needs that suggest broader solutions.
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9. CHANGE TO JOB DESCRIPTION

From time to time, it may be necessary to consider changes in the Job Description in response to the changing nature or our work environment, including technological requirements. Such change may be initiated as necessary by the Executive Directors

Date:

Team

Manager:

Date:

Employee:
