JOB DESCRIPTION

Position:	Senior Planning Engineer	**Department:**	Stratford Waters Internal Business Unit (SWIBU)
Reports to:	General Manager - Water Services	**Date:**	September 2026

Purpose of position

The Senior Planning Engineer leads the planning and asset management functions for Stratford District Council's water services activities. The role is responsible for developing strategic plans, managing asset information, and supporting investment decisions that deliver sustainable, resilient and compliant water services.

The position provides technical leadership across asset planning, modelling and project development, ensuring Council's planning frameworks, regulatory obligations and service delivery objectives are effectively integrated.

Key Accountability Areas

1. Strategic Planning and Asset Management
2. Capital Planning and Project Development
3. Team Leadership
4. Health & Safety
5. Civil Defence
6. Other Duties

Accountabilities

1. Strategic Planning and Asset Management

Key Outcomes

- Lead the development, implementation and review of the Water Services Strategy, strategic asset management plans, asset management plans and associated planning frameworks for water services.
- Coordinate planning and reporting activities to ensure compliance with legislative, regulatory and organisational requirements.
- Provide technical leadership and advice on asset performance, levels of service, risk, resilience, growth and demand management.
- Maintain and improve asset information, network modelling and planning systems to support evidence-based decision making.
- Monitor emerging industry, legislative and environmental trends and provide advice on their implications for Council.
- Develop and maintain effective relationships with internal and external stakeholders, including regulators, consultants and iwi.

Performance Indicators

- Planning and reporting requirements are completed within agreed timeframes.
- Strategic and asset management plans are maintained and regularly reviewed.
- Accurate and timely advice is provided to management and governance.
- Regulatory and organisational requirements are met.

2. Capital Planning and Project Development

Key Outcomes

- Coordinate the development and maintenance of long-term capital investment programmes across water supply, wastewater and stormwater services.
- Support the identification, prioritisation and development of infrastructure projects and improvement initiatives.
- Coordinate business cases, feasibility assessments, options evaluations and project scoping activities.
- Provide planning, financial and technical information to support budgeting and investment decisions.
- Ensure investment programmes align with Council priorities, levels of service, growth, resilience and regulatory requirements.
- Define project outcomes, assumptions and requirements to support effective project delivery.

Performance Indicators

- Capital programmes are developed and maintained in accordance with Council requirements.
- Investment decisions are supported by appropriate planning and technical analysis.
- Project development activities are completed within agreed timeframes.
- Accurate information is provided to support budget and planning processes.

3. Team Leadership

Key Outcomes

- Provide clear guidance, technical leadership and decision-making to support service delivery.
- Build and maintain a collaborative, professional and performance-focused team culture.
- Promote teamwork and positive working relationships across Council and with external stakeholders.
- Support and manage the ongoing professional development and performance of staff.
- Contribute to the achievement of team, departmental and organisational objectives.
- Coach, mentor and support staff to build capability across the planning function.

Performance Indicators

- Team objectives are achieved.
- Staff are supported and performance expectations are met.
- Positive working relationships are maintained.
- Professional development opportunities are identified and supported.

4. Health & Safety

Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.

Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan or Water Services Strategy.
- Accident/Incident register is kept up to date and is regularly reviewed.

5. Civil Defence

Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

6. Other Duties

Key Outcomes

- Undertake Record Management responsibilities as outlined in Stratford District Council's Information Management Policy.
- Record and update processes as required.
- Complete reports within specified timeframes.

Performance Indicators

- Policies are met.
- Processes are updated within a timely manner.
- Monthly reports are completed.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

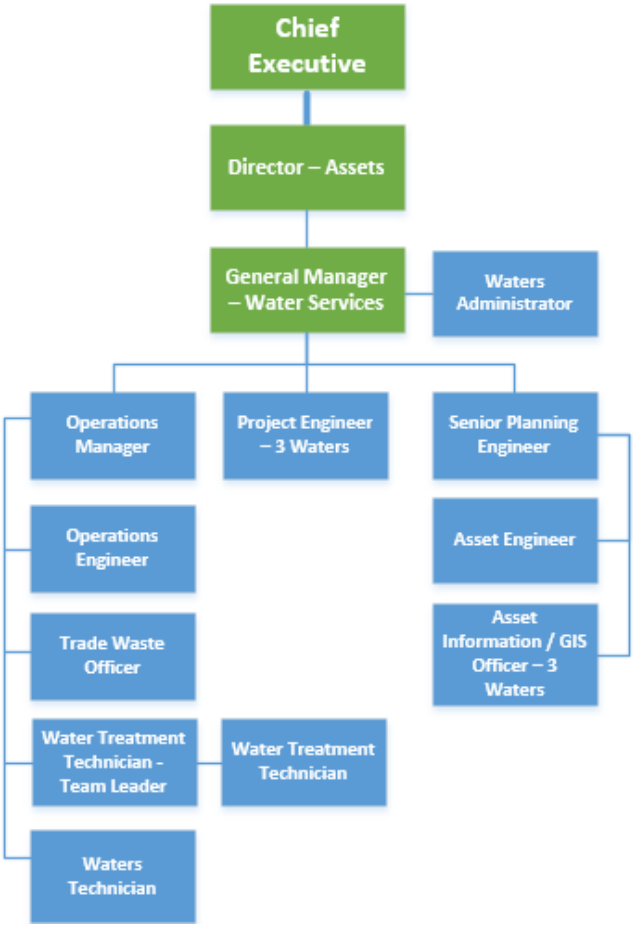
Discretionary Decision Making

As per Council's Delegation's Policy.

Principal Relationships

Internal	**External**
Asset Management and GIS functions Council Staff Elected Members	Customers Iwi Commerce Commission Water Services Authority – Taumata Arowai Taranaki Regional Council Auditors, consultants and technical specialists Contractors and consultants

Structure Chart



Indicative structure of Stratford Waters Internal Business Unit

Ideal Person Specification

Education/Qualifications

- A relevant tertiary qualification in planning, engineering, asset management, or a related field; or an equivalent level of knowledge demonstrated through substantial relevant experience.
- A postgraduate, asset management, project management or business case qualification.
- Eligible for membership of Engineering New Zealand, Āpōpō or another relevant professional body.

Job Knowledge

- Significant experience in infrastructure planning, asset management or engineering.
- Demonstrated experience developing strategic plans, asset management plans and investment programmes.
- Knowledge of relevant local government, water services and regulatory frameworks.
- Experience in infrastructure modelling, asset information systems and data analysis.
- Strong understanding of asset management principles, lifecycle planning, risk, resilience and levels of service.
- Experience preparing business cases and supporting investment decisions.
- Sound financial and commercial awareness.
- Experience providing technical leadership and mentoring others.

Key Competencies

- **Strategic thinking** – connects obligations, service outcomes, asset evidence, finance and delivery into a coherent planning system.
- **Technical judgement** – tests assumptions, communicates uncertainty and matches analysis to decision risk.
- **Leadership** – provides clear technical direction, builds capability, coaches others and creates accountability across multidisciplinary work, whether through formal authority or influence.
- **Planning and delivery discipline** – sequences work, manages dependencies and maintains quality under competing deadlines.
- **Communication** – writes and presents clearly and makes technical matters useful to non-technical decision makers.
- **Political and organisational awareness** – understands governance roles, statutory decisions and the public sector environment.
- **Professional integrity** – keeps accurate records, discloses limitations and gives impartial advice.
- **Continuous improvement** – improves systems, capability and data quality without compromising current delivery.