



Area Engineer, Southern

Part one: position description

Job title: Area Engineer, Southern

Location: Wairarapa

Status: Permanent

Effective: February 2018

Group: Catchment Management

Department: Flood Protection

Our Purpose: Working together for our greater good

Our Purpose, Vision and Behaviours form our GW Way and are the guiding principles for all we do here at GWRC.

The GW Way behaviours are:

On the same side: *One team working for one common goal*

No sacred cows: *Always looking for a better way*

For people by people *Everyone here is for everyone out there*

Own it *Take responsibility and own the outcome*

1. Role of the Flood Protection Department

The Flood Protection Department sits within the Catchment Management Group. The Catchment Management Group is one of seven functional groups within Greater Wellington and provides a range of regional council services. These services include activities associated with flood protection and river management, plant and animal pest management, bovine Tb vector control, and sustainable land management and biodiversity.

The Flood Protection Department is tasked with region-wide responsibility for Greater Wellington's river and flood risk management. This is to ensure the best possible protection from the consequences of flooding and erosion for communities in the region (given available resources), to manage the river environments to provide attractive places for recreation and to take care of our river ecosystems.

2. Purpose of role

The role of Area Engineer Southern is to manage operations and maintenance, and the administration of the Lower Wairarapa Development Scheme (LWVDS). This involves flood and erosion risk management for the Ruamāhanga and Lake Wairarapa catchments downstream of the Waiohine/Ruamāhanga Confluence.

Core duties of the role involve producing and implementing work programmes to maintain the asset condition of the LWVDS. These work programmes will include both maintenance activities and development projects. Staff management is required. Scheme administration involves servicing and reporting to a scheme advisory body (currently the Lower Ruamahanga Valley Floodplain Management Advisory Committee) through appropriate Flood Protection management lines.

The role will assist with other Flood Protection Department objectives including input to asset management systems; participating and promoting good health and safety practice; long term planning for flood risk management; providing advice to the public, territorial authorities, and other GWRC staff on the flood risks that are known to exist in the area; and maintaining or improving the environment and recreational opportunities with the LWVDS area.

Success in this role is the responsibility of the Area Engineer to manage. Collaboration with other teams within the Flood Protection Department, other GWRC staff and many external stakeholders will be required.

Particular responsibilities of the role of Area Engineer, Southern is to manage:

- Scheme asset management and asset maintenance within the LWVDS
- LWVDS operational activities
- LWVDS development works
- Staff management – southern
- Isolated works (including administering funds allocated for private stopbanks around Wairarapa Moana
- Landowner inquiries
- Liaisons with South Wairarapa District Council in respect to Flood Protection activities and interests
- Flood event management, particularly the opening of the Lake Onoke mouth and Barrage Gates operations. This involves participation of rostered standby duty outside of normal working hours.

3. Working relationships/reporting lines

This position is one of two Area Engineers reporting to the Section Leader, Operations Delivery (Wairarapa)

The position will have 4 direct reports who will refer to this role for site direction and coordination of work, and general workplace performance management.

The Area Engineer will also be responsible for contract staff from time to time as required.

Collaboration, requiring both responsiveness and initiative will be needed with various aspects of the role to ensure cross-organisation perspective and working towards the same outcomes across GWRC functions.

4. Key results and tasks

Key results	Key tasks
<p>Work Programme Management</p> <ul style="list-style-type: none"> • Work programmes are developed and managed so that the necessary maintenance requirements are met. • Future improvements to the Regional Council flood schemes and minor watercourses meet acceptable standards, and are completed to “Best Practice” as set out in the Flood Protection <i>Environmental Code of Practice</i>. • Effective asset management. 	<ul style="list-style-type: none"> • The portfolio of river floodplain management plans assigned to this role are implemented with a focus on river alignment and channel improvement works, stopbank maintenance and enhancement, gravel management, and environmental enhancements. • Organises wide-spread consultation with all major stakeholders and affected parties associated with flood protection schemes responsible to the role. • Flood protection asset management plans for relevant flood protection schemes are implemented and reviewed. • Environmental enhancement initiatives are undertaken • Provides advice to the the Environmental Regulation Department and other internal clients. • Ensuring RMA compliance for all work undertaken, including the compilation and completion of necessary consent reports to the consent authority. • Providing information and advice to the public in a professional and friendly manner on matters relating to the role of the Flood Protection Group in relative operational area, including for isolated works outside defined scheme boundaries within the Wairarapa. • Management of maintenance contracts and gravel extraction operations. • Flood response including preparation of post event reports.

<p>Asset Management</p> <ul style="list-style-type: none"> Assets are maintained and managed to achieve agreed annual plan outcomes and asset management plans. 	<ul style="list-style-type: none"> The annual field operations work plan is managed in a timely best practice and cost effective way to achieve stated outcomes and Annual Plan Performance Indicators. Flood Protection asset management plans are efficiently applied “in the field” along with appropriate contributions to ongoing developments. Asset data is accurately maintained and up to date Asset development and enhancement projects and programmes are managed in accordance with and/or consistent with flood protection asset management plans.
<p>Customer Service</p> <ul style="list-style-type: none"> The Flood Protection team is known for quality services, professionalism, innovation, and dedication to demonstrating the Regional Council’s commitment to flood protection. 	<ul style="list-style-type: none"> Timely, appropriate and effective flood response. Attending public meetings or tours to publicise Flood Protection activities as required.
<p>Financial Management</p> <ul style="list-style-type: none"> Budgets are managed effectively including expenditure, delegations and procedures, and revenue generations. 	<ul style="list-style-type: none"> Ensure that appropriate and correct financial reporting is carried out as required. Maintenance and development works are prioritised to maximise financial effectiveness of scheme operations.
<p>Leadership</p> <ul style="list-style-type: none"> There is consistent, active and effective commitment to and application of the Council’s vision and expected staff behaviours, including a high standard for self-management which others can follow. 	<ul style="list-style-type: none"> Provides leadership for specialist field staff including staff development, training, evaluation and review. Applies the Council’s P4P strategy and mechanisms to gain staff engagement, positive input and performance improvements. Encourages staff training and development for performance improvement, efficiency and “learning” for a demonstrable return on ratepayer investment.

<p>Relationship Management</p> <ul style="list-style-type: none"> • Internal and external relationships with stakeholders are positive and contribute to the achievement of Council objectives • Consultation with the relevant community including iwi, local authority, government department or other organisations is carried out as required. • Information is provided to the public and specific enquiries for which information can be supplied are responded to. • Public meetings or tours to publicise or inform on activities undertaken by the Flood Protection Department are attended as required. 	<ul style="list-style-type: none"> • Provide professional advice to the Team Leaders in the Operations group, Flood Protection Manager, Group Manager, other Catchment staff and the wider Council. • Effectively manage a wide variety of relationships with support staff, customers, politicians, Council management, peers, consultants, contractors and suppliers, other agencies, and the media. • Place appropriate importance and value on establishing and maintaining excellent working relationships with staff in other Territorial Authorities, and other key stakeholders. • Ensure effective community networks are fostered and maintained that assist the Council meet its objectives. • Be aware of the political environment, ensuring that information and presentations are delivered with the appropriate level of professionalism and are tailored to the level of understanding of the audience.
<p>Self Management</p> <ul style="list-style-type: none"> • Demonstrate continuous improvement in performance /personal development 	<ul style="list-style-type: none"> • Be open to consultation and seek regular feedback from your manager in line with Greater Wellington's performance management system (P4P) • Identify opportunities for training and development • Comply with Safety and Health legislation and policies.
<p>Sustainable Resource Management</p> <ul style="list-style-type: none"> • Demonstrates a commitment to sustainable resource management. 	<ul style="list-style-type: none"> • Promotes sustainable resource management and Greater Wellington's role and achievements in this area, including making effective and efficient use of resources available to the Department. • Carries out such other duties relating to resource management (air, land, water) as may be assigned from time to time.

Health & Safety <ul style="list-style-type: none"> • A safe and healthy working environment is maintained • GWRC's health and safety policies are observed 	<ul style="list-style-type: none"> • Actively engages in health and safety matters • Practices safe work methods and follows health and safety procedures • Protects themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements • Participates in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions • Reports all incidents, including near misses and hazards, whether or not these incidents involve injury
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5. Dimensions (employees, budget, expenditure)

Key job dimensions include:

- Managing an annual Operations & Maintenance programme with a direct expenditure of approximately \$1.5 million.
- Providing leadership, and supervisory and organisation control, of the Wairarapa, Southern Operations team presently comprising 4 staff plus contractors.
- Maintenance of infrastructural assets valued at \$153 million.

6. Health and safety

Greater Wellington (GW) is committed to providing and maintaining a safe and healthy working environment for all employees and to other people such as visitors, who potentially may be exposed to the risk of injury or harm as a consequence of our activities or through visiting our premises and work sites.

All employees should familiarise themselves with the GW publication “Keeping employees safe at work”. In addition, each department is responsible for maintaining an up to date hazard register that details specific hazards associated with the work that employees may be exposed to in the course of their work. Your manager is responsible for ensuring that you are introduced to the register on commencement with GW. It is essential that you familiarise yourself with the register and the procedures associated with it, particularly if you are field based or your work is likely to expose you to risks not generally encountered in an office based role.

All employees who regularly use a PC should also be aware of the potential for suffering a strain injury commonly referred to as 'occupational overuse syndrome' (OOS). This can result from incorrect workstation set up, or prolonged periods of using keyboards and mouse without taking regular short breaks.

Everyone working for GW should ensure that they:

- Have read and understood the health and safety procedures relevant to their department and responsibilities.
- Practice safe work methods.
- Protect themselves, their work colleagues and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with statutory requirements.
- Participate in hazard identification and developing recommendations for corrective action.
- Report all accidents, incidents, including near misses, whether or not these events involve injury or harm as soon as practicable so that remedial action can be taken.

Part two: person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- A relevant tertiary qualification such as BE, NZCE, REA or equivalent experience.
- Relevant experience in civil or river engineering and the management of civil engineering and building contractors and contracts. Able and willing to inspect river management works.
- Experience in the preparation of contract documents, recommendations on selected contractors or suppliers and management of contracts.
- Experience at effectively managing staff.
- Clear, articulate communication skills, both verbally and written, coupled with the ability to understand the need to target communications to a level appropriate for the audience.
- Experience in asset management and its associated procedures, processes and systems.
- Financial and business management skills, preferably including experience with major financial management systems (SAP).
- Computer skills including Microsoft Office Outlook, word processing, spreadsheets and project management software.
- Knowledge of the application of the HASIE Act 1992, the Resource Management Act 1991 and other related regulations and procedures.

- Knowledge of tikanga Maori and good environment stewardship.
- A full and current driver licence

2. Personal attributes and behavioural competencies

- Ability to take a strategic overview of the business and to translate strategy into deliverable work programmes.
- Understands the importance of using sound judgement, by weighing up relevant options and evaluating potential outcomes to ensure decisions are based on well thought out processes. Ability to influence through effective application of knowledge and logic.
- Ability to lead a team and also to contribute and work collegially as a member of the department management team. This will include collaborating with the Section Leader, Wairarapa Operations involving taking instruction and providing usefull input to decision making.
- Understands the importance of building and maintaining positive durable working relationships with both internal and external stakeholders.
- Must be politically savvy, i.e. recognises the importance of generating goodwill and influence through fostering opportunities for positive engagement with key stakeholders, understanding relationship subtleties and influences in a political environment.
- Committed to and understands the importance of maintaining a work-life balance.

3. Physical requirements

- The ability to use safely a keyboard mouse without causing or aggravating an injury
- The ability to carry out site visits on foot over variable terrain.
- The jobholder must be able to physically carry out the functions of the position.

Date and signatures

Job holder: _____

Date:_____

Manager: _____

Date:_____