

Tūranga Mahi / Position Description: Kaihoe Pukaha / Contract Engineer

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Maori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Kaihoe Pukaha / Contract Engineer
RANGATIRA - REPORTS TO:	Manager — Transport Infrastructure Networks
KĀHUI - GROUP:	Infrastructure and Assets
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	<p>To successfully manage and directly supervise assigned Rotorua Lakes Council (RLC) transport activities, contracts, projects and/or programmes in accordance with the RLC transport programme.</p> <p>Successfully means delivering to completion specified project or programme objectives and benefits, with satisfied stakeholders and within agreed cost, time, quality and risk parameters.</p> <p>e Projects can be either OPEX or CAPEX construction projects and the position requires direct supervision acting as Engineers Representative to ensure works, are undertaken in accordance with specifications and consent conditions that apply.</p>
NGĀ WHAKARITENGA - DELEGATIONS	<p>Direct reports: No direct reports (may be reviewed depending on experience, skills and qualifications). Close working relationships with:</p> <ul style="list-style-type: none"> • Asset Support Officer — Transport • Road Corridor Manager • Transport Performance Lead • Road Safety Programme team • Other transport team members • Arrange of external service providers and technical experts on a case by case basis as required to support agreed objectives <p>Budget responsibility: Nodirect cost centre budget responsibility, but considerable responsibility to ensure individual activity and project budgets are managed appropriately include assessing and approving contracted payments to the level of financial delegations</p>
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience

**HONONGA WAIWAI –
KEY RELATIONSHIPS:
Rāwaho - External**

- Council stakeholders
- Contracted service providers
- Technical professionals in your field
- Consultants and Contractors
- Auditors
- Local Iwi groups
- Neighbouring local authorities
- Mayor and Elected Councillors
- Local Government New Zealand (LGNZ)
- Media and professional groups
- Regional Council
- Chamber of Commerce
- Te Arawa Entities
- Rotorua Community & Partnership
- Police
- Māori Wardens
- Neighbourhood support

<p>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</p>	<ul style="list-style-type: none"> • To be a leader in contract management for RLC, this includes: • Direct management and supervision of contract works. • Taking initiative to ensure projects are correctly initiated, planned, executed, monitored and controlled, closed and commissioned for operation. • Key aspects of project management include: • Project planning • Cost management • Time management • Stakeholder and communication management • Procurement • Risk management • Quality control • Environmental management • Health and safety • Mentoring younger staff • Ensure accurate records of assets at contract end are transferred to Council on completion of each project • Assessment and approval of contractors claims. • Assessment of contractor performance on completion of every contract. • Undertaking and recording of random audits of contractors compliance with Health and Safety Plans and Temporary Traffic Management Plans • Assistance with planning and options for solutions to engineering projects • Evaluation of tender proposals • Assistance with other tasks within capability of Contract Engineer <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i></p> <p>There will also be the annual delivery of agreed KPIs.</p>
<h2 style="text-align: center;">TE ĀHUA O TE TANGATA - PERSON SPECIFICATION</h2>	
<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required:</p> <ul style="list-style-type: none"> • Tertiary Engineering qualification; minimum of NZCE or Diploma in Civil Engineering • Current New Zealand Drivers Licence <p>Desirable:</p> <ul style="list-style-type: none"> • Minimum of 5 years' experience in contract supervision • Formal Project Management training or certification (e.g. Prince2, PMP, Agile)

NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	<ul style="list-style-type: none">• Excellent relationship engagement skills• An ability to generate a good working relationship with Contractors while maintaining an effective and respected audit and inspection regime• Ability to develop and sustain effective relationships with core In-House employees and Consultancy Partner/s as appropriate• Demonstrates cultural awareness when interacting with Te Arawa and all Māori stakeholders in the delivery of services• Highly effective written and verbal communication skills; highly developed interpersonal skills• Proactive engagement and acceptance of accountability and problem solving• Well organised, with an ability to plan, adapt, and deal effectively with changing priorities and requirements to meet important activities/tasks within specified timeframes• Ability to work independently on own, as well as work collaboratively as part of an inspirational team• The ability to work unsupervised, and to be self-motivated
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<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p><i>OUR CORE VALUES – PEOPLE FIRST</i></p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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