

POSITION DESCRIPTION

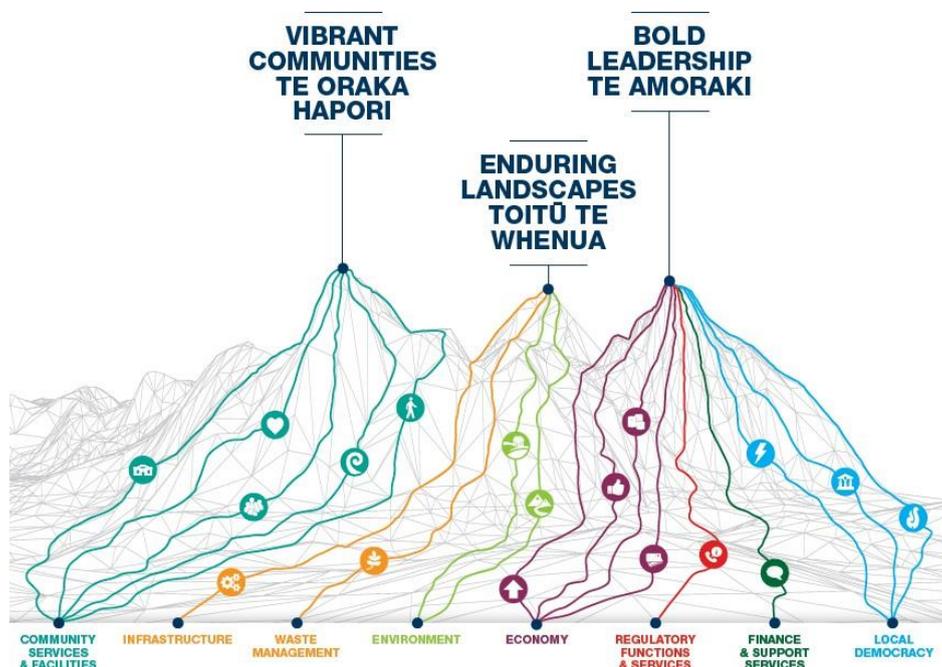
Position	Senior Civil Engineer – Transport
Division	Property & Infrastructure
Location	Queenstown
Reports to	Engineering Manager
Date	July 2020

BACKGROUND

Queenstown Lakes is a unique district with population and economic growth, coupled with an international reputation as a tourist destination that is unmatched. It has a relatively small number of residents (approximately 38,000 in 2018) but experiences 2 million + visitors every year.

The Queenstown Lakes District Council has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It is also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district’s parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities.

The 2018-2028 Ten Year Plan aspires to create momentum in a range of areas through a focus on three peaks - enduring landscapes, bold leadership and strong and diverse communities. The 2018/2019 Annual Plan provides for a total of 380+ council staff.



VISION, MISSION AND VALUES

We're proud to be QLDC, and our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:

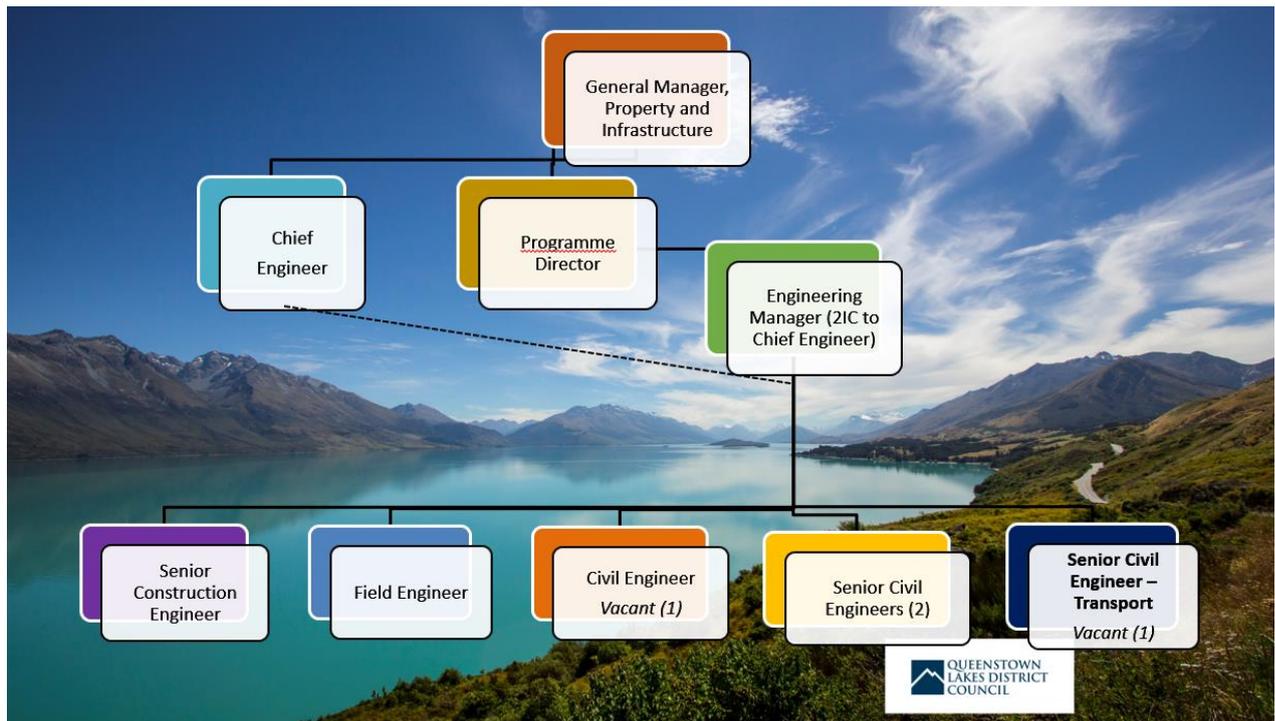


PURPOSE

To apply technical solutions to the Council's transportation/roading projects, 'Way to Go' and/or other partnership programmes¹ and 3 Waters infrastructure projects (as required). Assist with developing works programmes for the AP & LTP through investigations and business case scoping. Manage the scoping of capital projects in the Queenstown Lakes District in accordance with the Better Business Case process, approved budgets and project objectives.

¹ arrangement. QLDC, ORC and NZTA are currently discussing options for working in partnership for roading projects. Under any such arrangement, this role may be required to manage and/or support Technical assurance activities as part of QLDCs' responsibilities under any such

CAN DO COUNCIL (MAHI KAHA) TEAM STRUCTURE



KEY TASKS

- Provide technical support to the Engineering Manager on the transportation/roading and 3 Waters capital works programmes
- Provide Quality Assurance and review of engineering design(s)
- Provide gap analysis as part of transportation/roading and 3 Waters project scoping
- Developing and delivering capital works projects
- Owning projects through the Pre Implementation Stages, including the Business Case.
- Ensures project risks are identified, managed and mitigated or escalated.
- Engagement and management of Consultants for investigation and design
- Project budget management
- Project safety in design risk review
- Project procurement assistance in consultation with the Programme Director and the Commercial and Procurement Manager
- Concept/Preliminary design management and review
- Compilation and writing of technical project briefs to be used in tender documentation for the procurement of design services

OUTCOMES

- Projects scoped to meet AP and LTP programmes
- Projects scoped to align with budget
- Business cases are developed in accordance with Property & Infrastructure practice
- Projects are properly scoped for handover to Project Managers and Programme Management Team

- Projects scoped to meet QLDC standards
- Projects delivered meet business case objectives
- Procurement of contractors and consultants is in accordance with agreed policies & procedures and delivers value
- Provide feedback to the planning and asset performance teams about the quality and accuracy of the business cases developed for projects. Continuous improvement sought
- Projects delivered comply with Capex Infrastructure Procedures Manual and Project Management Method

CORPORATE RESPONSIBILITIES

- Build commitment to QLDC's vision, values and services
- Willingly undertake any duty required within the context of the position
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents
- Comply with all legislative requirements
- Adhere to QLDC's Code of Conduct

KEY RELATIONSHIPS

INTERNAL

- General Manager - Property and Infrastructure
- Chief Engineer
- Programme Director
- Engineering Manager
- Strategy and Asset Planning Manager
- Transport Strategy Manager
- Technical team
- Planning team
- Roading Operations and Contract Manager
- Finance Team

EXTERNAL

- Consultants
- Contractors
- Community
- Stakeholders

ACCOUNTABILITIES AND DELEGATIONS

FINANCIAL AUTHORITY

- CEO Sub-Delegations Category E

STAFF AUTHORITY

- Direct Reports – 0

PERSON SPECIFICATION

EDUCATION

- Bachelor of Civil Engineering

EXPERIENCE

- Knowledge and experience with the application of project management methodologies (eg PMBOK, Prince2)
- Strong technical, analytical, verbal and reporting skills
- 8-10 years' minimum relevant experience within transport planning/design, infrastructure planning/design and project delivery
- Practical experience - risk identification and mitigation, infrastructure planning, design oversight & management
- Experience of transport and infrastructure options assessment, including cost benefits
- Transport/roading and 3 Waters and Better Business Case experience preferable
- Demonstrated negotiation skills
- Well-developed commercial skills
- Well-developed people and communications skills, and a strong customer ethos
- Highly motivated, achievement-orientated and innovative professional

COMPETENCIES

Core competencies for all employees of QLDC:

Customer focus	Is dedicated to meeting the expectations and requirements of internal and external customers; Gets first hand customer information and uses it for improvements in products and services; Acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
Drive for results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Integrity & Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Relationship Management & Teamworking	Relates well to all kinds of people, up, down, sideways, inside and outside of the organisation; Builds appropriate rapport quickly; Builds constructive and effective relationships; Uses diplomacy and tact; Can defuse high tension situations comfortably.

Health & Safety	<ul style="list-style-type: none"> • Ensures compliance to all legal/statutory and company requirements for Health and Safety • Adheres to all QLDC's Health & Safety policies and procedures • Is actively involved in QLDC's health and safety systems • Wears relevant personal protective clothing and equipment as and when required* Use only for roles where PPE may be required • Reports any pain, discomfort or other health & safety concerns as soon as possible • Ensures all accidents, incidents and hazards are reported using QLDC's Health & Safety reporting procedures
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Competencies specific to the role:

Problem Solving	Uses rigorous logic and methods to solve difficult problems; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Timely Decision Making	Makes decisions in a timely manner, sometimes with incomplete information under tight deadlines and pressure; able to make a quick decision
Business Acumen	Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace.
Decision quality	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.