

POSITION DESCRIPTION

Position: Chief Engineer

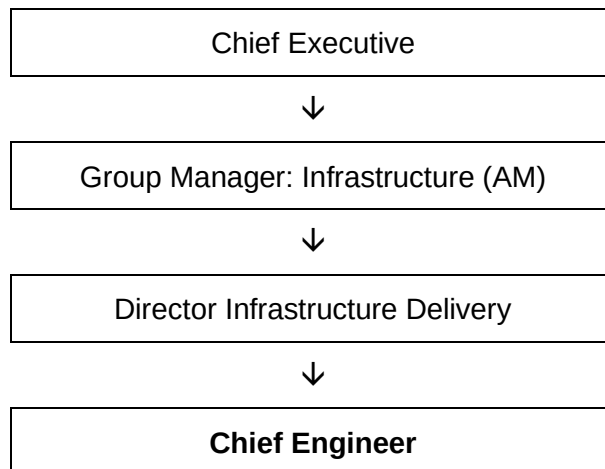
Team: Programme Delivery Office

Group: Infrastructure

Responsible To: Director Infrastructure Delivery

Responsible For: Two direct reports, Cost Manager and Construction Manager

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters, Transportation, a Delivery Office and a professional services panel of consultants.

The purpose of this position is to provide strategic engineering leadership and expert technical oversight within the Infrastructure Group, with a primary focus on the successful delivery of Hastings District Council's capital works programme in Transport and 3 Waters. The Principal Chief Engineer plays a pivotal role in ensuring that infrastructure projects are planned, designed, and delivered to the highest standards of quality, safety, sustainability, and community value. This role supports the Council's long-term infrastructure goals by fostering innovation, enhancing engineering capability, and ensuring alignment with regulatory requirements and best practice.

Following Cyclone Gabrielle, Council has a significant capital programme to deliver over the next 10 year period (2024-2034) and is developing a sustainable, best in practice delivery office within the Infrastructure Group.

The **Chief Engineer** is a senior leadership role within the Infrastructure Group, responsible for providing strategic engineering oversight, technical leadership, and expert guidance to support the successful delivery of Hastings District Council's capital works programme.

Key responsibilities of the role include;

- Providing senior engineering leadership across the Transport and 3 Waters capital programme.
- Lead the development and implementation of engineering standards, policies, and best practices.
- Act as a technical authority and advisor to project teams, Council leadership, and external stakeholders.
- Contribute to the planning, design, and delivery of complex infrastructure projects, ensuring alignment with Council's strategic objectives.
- To integrate planning/design and the delivery teams and provide a circular link that drives innovation and opportunities to better future delivery
- Enhance Council's understand of local capability as it relates to material supply, contractor expertise and market capacity.
- Support procurement, contract/contractor management, and consultant/contractor engagement processes.
- Champion innovation, sustainability, and resilience in infrastructure design and delivery.
- Mentor and develop engineering staff, fostering a culture of excellence and continuous improvement.
- Ensure compliance with all relevant legislation, regulations, and industry standards.
- Represent the Council in regional and national forums on infrastructure matters.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Strategic Engineering Leadership

- Provide high-level technical direction and strategic input across the Infrastructure Group, ensuring engineering decisions align with Council's long-term goals and community outcomes.

Pre Construction Phase Support

- Review and offer advice on project designs, ensuring they are practical, cost-effective, and aligned with project objectives. While looking for opportunities to improve the system in which we operate and design to.
- Assess and mitigate constructability issues, ensuring designs are buildable within constraints.
- Develop robust and fit for purpose contract documents, specifications and Basis of Payment which appropriately apportion risk and aid consulting and contractor partners in developing and delivering cost effective solutions.

Capital Programme Delivery – Transport and 3 Waters

- Support the Asset Management function in planning, scoping and procuring capital projects.
- Provide technical leadership through the design and execution of capital projects in transport, water supply, wastewater, and stormwater. Ensure projects are delivered on time, within budget, and to required standards.

Technical Assurance and Quality Control

- Oversee the development and implementation of engineering standards, specifications, and quality assurance processes to ensure consistency, safety, and compliance across all infrastructure projects.
- Standardise quality management across Council projects which drives improved quality outcomes and supports enhanced working relationships with consulting and contractor suppliers.

Contract Management

- Act as 'Engineers Representative' or 'Engineer to Contract/ Independent Certifier' for Council Infrastructure Projects.
- Develop and manage inhouse capability - resources and consultants who undertake MSQA on construction contracts (NZS391x suite).
- Develop systems and procedures to support contract management resources which drives consistency and improved outcomes for Council.
- Champion the MSQA working forum on behalf of council.

Stakeholder and Partner Engagement

- Collaborate with internal teams, external consultants, contractors, iwi, and regional/national agencies to ensure effective communication, coordination, and partnership in project delivery.
- Undertake market analysis, to deepen councils knowledge of materials, resources and contracting capability and capacity available locally, regionally and nationally to inform future design, and contracting.

Risk Management and Compliance

- Identify and manage technical risks associated with infrastructure projects. Ensure all activities comply with relevant legislation, regulations, and Council policies.

- Provide technical leadership which quantifies risks, identifies appropriate risk allocation and supports value for money outcomes for Council.

Innovation and Sustainability

- Promote and integrate innovative engineering solutions and sustainable practices into infrastructure planning and delivery, supporting climate resilience and environmental stewardship.
- Work closely with operations and maintenance teams to ensure any innovations and opportunities are incorporated in to future capital works programmes (and vice versa).

Mentorship and Capability Building

- Provide guidance, coaching, and professional development opportunities to engineering and project delivery staff, fostering a high-performing and future-ready team.

Asset Management Support

- Contribute technical expertise to the development and maintenance of asset management plans, ensuring infrastructure investments are informed by robust lifecycle analysis and performance data.

Project Management

- Inputting into programmes of work and project descriptions (Annual Plan and Long Term Plan) to the Capital Works Delivery Team.
- Working with project teams (consultants, contractors and internal staff) to improve cost accuracy and management

Relationship Management

- Undertaking performance and development reviews in accordance with Council's policies and ensuring that performance issues and training needs are identified and addressed.
- Work with consulting and contractor partners to address technical issues, deliver consistent outcomes and develop solutions which best balance cost, quality and risk.
- Communicating issues of importance to managers especially when there are political, financial or relationship implications.
- Maintaining good working relationships with internal staff and external agencies.

Important Functional Relationships

External

- Customers, ratepayers and the public
- Iwi
- Other TLA's
- HB Regional Council
- Professional Institutions (EngNZ, etc.)
- Consultants, Contractors & Suppliers
- Central Government
- NIFF/ CIP

Internal

- Councillors
- Mayor
- Chief Executive
- Accountants and Finance team
- Procurement team
- Risk Office
- Group Managers:
- Planning and Regulatory Services, Corporate, Asset Management Group, Strategy and Development
- Planning and Consents Staff
- Project Managers

Committees/Groups

- Council
- Risk & Assurance Committee
- Operations and Monitoring Committee
- Strategy and Policy Committee
- Civic & Administration Sub-committee
- District Development Sub-committee
- Eco District Subcommittee

Person Specification

Qualifications

- Bachelor's degree in Civil Engineering or related discipline (Master's preferred).
- Chartered Professional Engineer (CPEng) status or equivalent.
- Membership to Engineering NZ, Society of Construction Contract Practitioners (SCCP)
- NZTA Engineer to Contract OR Engineers Representative accreditation (preferred)

Knowledge/Experience

- **Extensive Engineering Expertise**
In-depth knowledge of civil engineering principles, particularly in the areas of transport, water supply, wastewater, or stormwater infrastructure.
- **Chartered Professional Engineer (CPEng) or Equivalent**
Registration as a Chartered Professional Engineer in New Zealand (or eligibility to obtain it) is essential, demonstrating a high level of professional competence and ethical standards.
- **Project and Programme Delivery**
Proven experience in leading the delivery of complex capital works programmes, including planning, design, procurement, construction, and commissioning phases.
- **Regulatory and Legislative Knowledge**
Strong understanding of New Zealand's infrastructure-related legislation, standards, and regulatory frameworks (e.g., Local Government Act, Resource Management Act, NZS standards).
- **Strategic and Operational Planning**
Experience contributing to long-term infrastructure strategies, asset management planning, and operational delivery frameworks.
- **Stakeholder Engagement and Relationship Management**
Demonstrated ability to build and maintain effective relationships with internal teams, iwi, contractors, consultants, and regional/national agencies.
- **Risk and Quality Management**
Experience in identifying and managing technical risks, and implementing quality assurance systems to ensure project integrity and compliance.
- **Innovation and Sustainability**
Familiarity with emerging technologies, sustainable engineering practices, and climate-resilient infrastructure design.
- **Leadership and Mentoring**
Experience in leading multidisciplinary teams, mentoring junior engineers, and fostering a culture of continuous improvement and professional development.
- **Financial and Contract Management**
Competence in managing project budgets, cost estimation, and contract administration, including NZS3910 and other standard forms of contract.
- Experience in construction management on large scale projects and/or programmes (at least \$10M individual projects).

Key Personal Competencies

- **Strategic Thinking**
Able to see the big picture, align engineering decisions with long-term Council goals, and anticipate future infrastructure needs and challenges.
- **Leadership and Influence**
Inspires confidence and respect through expertise and integrity. Capable of leading

multidisciplinary teams and influencing outcomes across the organisation and with external partners.

- **Problem Solving and Decision Making**
Applies sound judgment and analytical thinking to solve complex engineering and project delivery challenges, balancing technical, financial, and community considerations.
- **Communication and Interpersonal Skills**
Communicates complex technical information clearly and effectively to a range of audiences, including elected members, stakeholders, and the public. Builds strong, respectful relationships.
- **Collaboration and Teamwork**
Works effectively across teams, disciplines, and organisations. Encourages a collaborative culture and values diverse perspectives.
- **Adaptability and Resilience**
Remains effective under pressure, adapts to changing priorities, and maintains focus on outcomes in a dynamic environment.
- **Innovation and Continuous Improvement**
Seeks out new ideas, technologies, and methods to improve infrastructure outcomes. Encourages a culture of learning and innovation.

Personal Attributes

- **Community-Focused**
Genuinely committed to delivering infrastructure solutions that enhance the wellbeing, safety, and sustainability of the Hastings community.
- **Integrity and Accountability**
Acts with honesty, transparency, and responsibility in all professional dealings. Upholds the public trust and demonstrates ethical leadership.
- **Cultural Awareness and Inclusivity**
Respects and values the diverse cultures within the Hastings District, including a strong understanding of and engagement with tangata whenua and Te Tiriti o Waitangi principles.
- **Environmental Stewardship**
Demonstrates a personal commitment to sustainability and environmental protection in engineering practices and decision-making.
- **Collaborative and Respectful**
Builds strong, respectful relationships across teams, with stakeholders, and with the community. Listens actively and values others' perspectives.
- **Resilient and Adaptable**
Maintains focus and effectiveness in a dynamic environment. Embraces change and responds constructively to challenges and uncertainty.
- **Innovative and Future-Oriented**
Brings a forward-thinking mindset, seeking out new ideas and technologies to improve infrastructure outcomes and future-proof Council assets.
- **Professional Excellence**
Strives for high standards in all aspects of work. Leads by example and fosters a culture of continuous improvement and learning.