

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

POSITION DETAILS	
REPORTS TO	Development Engineering Manager
GROUP	Infrastructure Development
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Annual Operating budgets would apply as approved by the Chief Executive Officer. Will exercise formal delegations in relation to operational, staffing and budget as assigned by the Chief Executive Officer. Statutory delegation would apply as approved from Council from time to time.
<pre> graph TD A[GM Infrastructure Development] --> B[Development Engineer Team Leader] A --> C[Principle Programme Manager] A --> D[Commercial Manager] B --> E[Snr Development Engineer] B --> F[Development Engineer] B --> G[Development Engineer] C --> H[Field Engineer] D --> I[Support Officer - Development Engineering] </pre>	

PURPOSE OF POSITION
As a member of the Infrastructure Development Group this role is responsible and accountable for the delivery of job specific responsibilities in line with their Business Units program of work which includes ensuring environmental risks are minimised and infrastructure is designed, installed and run efficiently.

KEY ACCOUNTABILITIES	
AREA	EXPECTED OUTCOMES
ENSURING AND MANAGING COUNCIL'S INFRASTRUCTURE INTERESTS	<p>Ensuring Council's Infrastructure interests are protected throughout subdivision and Land Development Processes.</p> <p>Assets vested in Council through subdivision and land development meet Council's requirements.</p> <p>Engineering conditions for resource consent applications are specified, in situations not covered by the Engineering Standards for Subdivision, in a legal and fair manner that protects the interests of all ratepayers.</p> <p>Engineering drawings and specifications received are of a satisfactory standard.</p> <p>The Council's Engineering Standards for Subdivision are updated as required and reviewed every 3 years.</p> <p>A coordinated response from Infrastructure Development Group on subdivision and land development.</p> <p>Evidence provided at planning hearings is well co-ordinated and professional.</p> <p>Inspection and approval of the assets to be vested is undertaken by a person with appropriate experience.</p>

ASSET MANAGEMENT	<p>Development plans for assets are produced in a proactive manner and are incorporated into the relevant Asset Management Plan.</p> <p>Databases and other information systems are updated with assets created through development projects.</p>
CONTRIBUTE TO MANAGEMENT OF INFRASTRUCTURE DEVELOPMENT	<p>Lead and manage interactions with and between the Operations Managers, the Asset Managers and the Planning Manager to enable excellent asset management.</p>
OPERATIONS AND PROCEDURES	<p>Ensure that applications for connection are carried out with periodic review of Policies and Procedures to ensure services are delivered in an effective and customer focused way and that aligns with HDC Business Plan and objectives.</p>
COUNCIL CONTRIBUTION	<p>Deliver on overall Council contribution when required to ensure Council's overall business goals are achieved.</p> <p>Assist with additional tasks, duties or responsibilities as directed by the manager or other department of Council when required and as agreed.</p> <p>Participate and contribute to management support initiatives.</p> <p>Process all Council information as per approved electronic records management system and procedures.</p>
CUSTOMER FOCUS	<p>Ensure services are delivered in an effective and customer focused way, and that effective working relationships are maintained with key stakeholders</p>
CONTINUOUS IMPROVEMENT	<p>Constantly look for ways to improve our overall processes and systems.</p> <p>Develop and maintain professional knowledge and contacts.</p>
ORGANISATIONAL SUPPORT	<p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p> <p>Participates in Council's performance management programme.</p>
HEALTH, SAFETY AND WELLBEING	<p>Active participation and engagement in HDCs health, safety and wellbeing practices and projects.</p>
CIVIL DEFENCE	<p>Assist with Emergency events as required. Attend relevant training as required.</p>
VALUES	<p>The best interest of the organisation are represented at all times ensuring HDC values are reflected in behaviours and professional delivery of role.</p>
ADDITIONAL DUTIES	<p>Complete other duties that may be required</p>

SKILLS, KNOWLEDGE & EXPERIENCE

Qualifications - A tertiary qualification or equivalent experience and professional achievement in business or human resources management or related discipline

Generalist HR - Varied experience in a generalist HR or recruitment or team leader position.

Coaching – Experience coaching to improve performance

Facilitation – Some facilitation experience either face to face or virtual would be beneficial.

Employment law – confident working knowledge of current employment legislation, best practice and principles. The ability to translate this to situations and communicate it to managers and employees.

Relationships – Ability to build strong working relationships and become a trusted advisor

Communication – Ability to intuitively keep people up to date. Proactively think about how you communicate with people to get the best outcome. Be clear and check that you've been understood.

Planning – superb planning, organisation and time management skills.

Problem solving – Ability to clarify what the problem is, make a recommendation and take responsibility for seeing it through to the end.

Discretion - Proven ability to apply the utmost discretion in dealing with sensitive issues and managing confidential personal information

OUR VISION

Working together to take Horowhenua from **good to great**.

OUR VALUES

Greatness We never settle until our good is better and our better is great!

Real unity We make it happen, together!

Energy We use our energy to perform and succeed!

Achievement We deliver exceptional results!

Trust We create trust by living with integrity!