

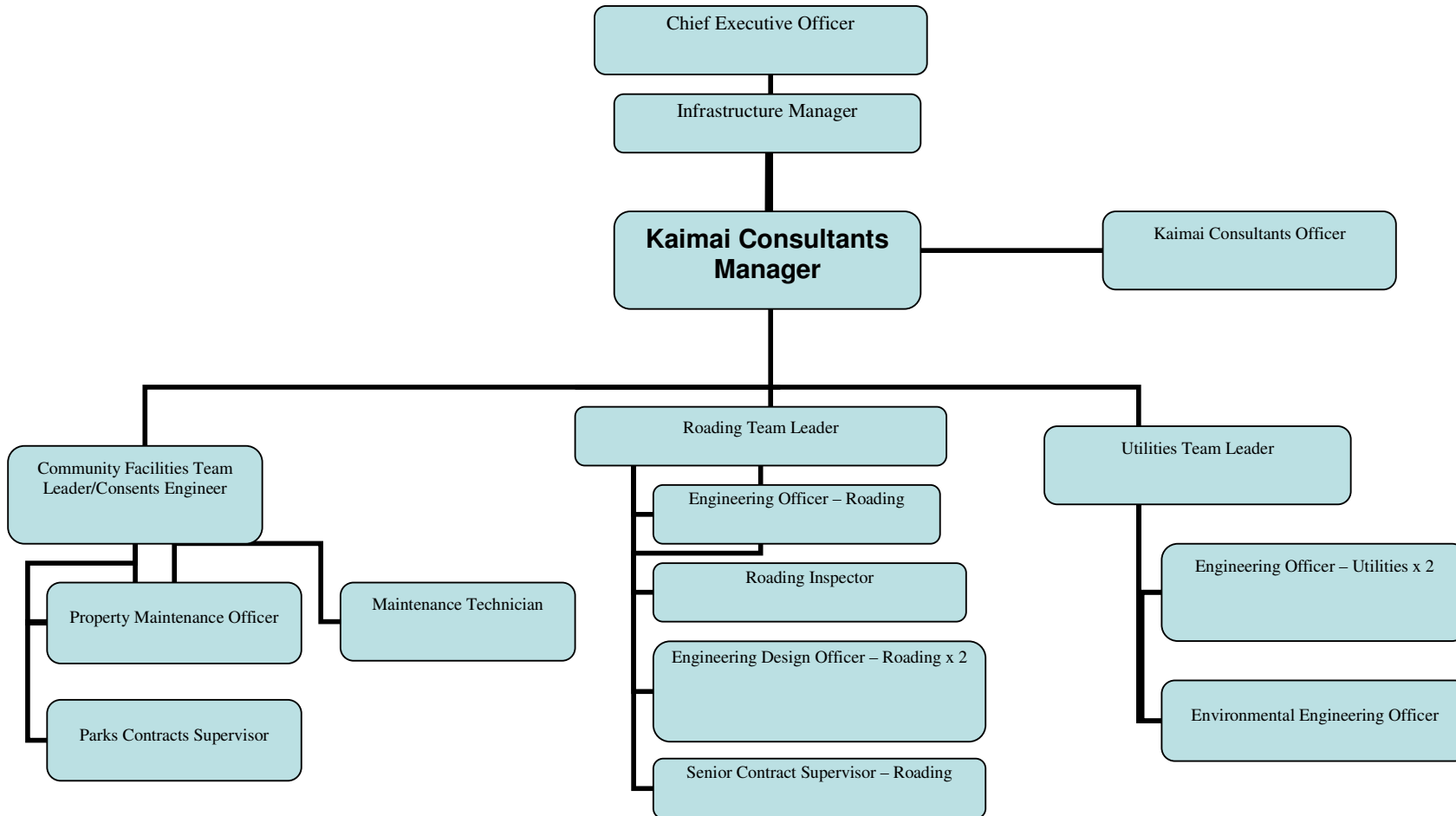
POSITION DESCRIPTION



Job title:	Kaimai Consultants Manager
Responsible to:	Infrastructure Manager
Responsible for:	Kaimai Consultants Team (15 staff)
Position purpose:	This job exists to: efficiently and effectively lead and manage Council's professional engineering services business unit, so as to achieve Council's strategic and service delivery goals.
Financial delegation	\$100,000
Date:	29 January 2010

Organisation Context:

See the following page for a summary of the organisation context for this position.



The Way We Work:

At Matamata-Piako District Council we strive for continuous improvement and to set the standard in Local Government. At MPDC we aim to be:

Bold, *Brilliant*, The Best!!

We have determined six key organisational values which summarise how we want to operate. These values in turn link to the Expected Behaviours which form part of our Performance Development System for all staff in Matamata-Piako District Council.

At MPDC we:

- *Put customers first*
- *Operate with integrity*
- *Have a Can-Do attitude*
- *Are team players*
- *Respect people*
- *Look for smarter ways*

The Role of Council is to:

- facilitate the identification and achievement of desired community outcomes
- provide community infrastructure and other services that contribute to the achievement of community outcomes
- act as a community leader, planner and to promote and support the social and economic development of the district with due regard to the present and future unique environment of the district
- administer the regulatory function

Areas of Responsibility

- Leadership and management
- Provision of engineering services
- Achieving business unit targets
- Customer and community focus
- Corporate/organisation contribution

Important Functional Relationships:

This is an operational role and effective relationships are required with other staff that will provide financial, corporate, and strategic contributions to achieve corporate and community outcomes. See team responsibilities.

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>	<u>Team Responsibilities</u>
Public	Asset Managers	Council	
Contractors	Financial Manager	Community groups	
Consultants/ Engineers	Kaimai Consultants Team Leaders and staff	Council working parties	
New Zealand Transport Agencies Regional Governance	Kaimai Valley Services Manager District Planner Executive Team		

Key Accountabilities:

The position of Kaimai Consultants Manager encompasses the following functions or Key Accountabilities:

- ❑ Provision of professional engineering design services
- ❑ Leadership and management as an internal profit centre
- ❑ Establishing and maintaining high quality internal and external relationships

The requirements in the above Key Accountabilities are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p>UNIT LEADERSHIP AND MANAGEMENT</p> <ul style="list-style-type: none"> • Leadership and management of Council's professional engineering services unit 	<ul style="list-style-type: none"> • Achieve project outcomes as briefed • Achieve unit's internal profit targets • Ensure all corporate requirements regarding personnel performance management and training needs are met
<p>PROVISION OF ENGINEERING SERVICES</p> <ul style="list-style-type: none"> • Ensuring the provision of high quality professional engineering services 	<ul style="list-style-type: none"> • Completion of investigation design and supervision of projects within agreed timeframes and budgets • Provision of reports to Council, Committees and Executive Management within agreed timeframes

<p>ACHIEVING BUSINESS UNIT TARGETS</p> <ul style="list-style-type: none"> • Ensuring that the business unit achieves financial and operational targets as agreed 	<ul style="list-style-type: none"> • Achieving performance targets agreed in service level agreements • Achieving approved business plan targets • Ensuring the unit has systems and processes in place and/or corporate systems for delivery of services are adhered to
<p>CUSTOMER AND COMMUNITY FOCUS</p> <ul style="list-style-type: none"> • To ensure that the reputation of Council is enhanced and that a sound relationship with the district community is developed by maintaining an open policy for community participation and the distribution of information • Follow through on Request for Service (Quetzal) • To ensure cultural perspectives are reflected in all business practices 	<ul style="list-style-type: none"> • Agreed processes are used to enable a pro-active and positive Council interface with customers • Availability and readiness to meet and consult with individuals and community groups • Quetzal response times are met • Evidence of cultural perspectives in consultation, with improved relationships and appropriate protocols observed
<p>CORPORATE/ORGANISATION CONTRIBUTION</p> <ul style="list-style-type: none"> • Work practices to reflect the corporate vision values and expectations • Demonstrate a willingness to participate in special projects • Foster co-operation between other teams for the benefit of the organisation • Participate in the development, implementation and continual improvement of procedures and standards, to ensure the provision of quality services to both internal and external customers • Ensure that all Health and Safety 	<ul style="list-style-type: none"> • Promote and express pride in your team and the organisation • Participate, express ideas and viewpoints at team group meetings • Contribute to corporate initiatives when required • ISO 9001:2000 quality management systems are continually improved and maintained • Ensure awareness of Health and

requirements as outlined in the Health and Safety policy are complied with <ul style="list-style-type: none"> • Assist Councils emergency management team in the event of a major disaster 	Safety requirements and procedures <ul style="list-style-type: none"> • Assist in Councils emergency response actions as required
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Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Work Complexity:

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> ▪ Meeting agreed business unit and service level agreement targets ▪ Excellent relationships are maintained with both external and internal customers, residents and colleagues ▪ Ensuring unit personnel are lead in a manner that fosters high quality performance and accountability

Key Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical <i>(eg courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)</i>	Frequency of interaction D - daily / W - weekly M - Monthly
Section Heads	Advising and liaising	D
Executive Management	Advising and liaising	D/W
NZTA	Giving and receiving information	W/M
Community Groups and individuals	Advising, providing information, explaining, negotiating and influencing	D

Examples of the situations which require the use of the highest level of communication or influencing skills.

<ul style="list-style-type: none"> • Advising Council on community groups and individuals on technical issues • Persuading team members on priorities, work focus and service delivery standards
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Examples where the role co-ordinates or provides coaching or monitors the work of other people not reporting directly to the role (e.g. contractors)? Two examples, how often?

<ul style="list-style-type: none"> • Oversight of contractors through contract agreements
<ul style="list-style-type: none"> • Monitoring of Service Level Agreement with Councils Works Business Unit (KVS) on behalf of Asset Managers

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
<ul style="list-style-type: none"> ▪ 2 – 5 years experience in leading and managing engineering staff ▪ Understanding and experience of commercial outcomes in a professional engineering or contracting environment (2-5 years) 	<ul style="list-style-type: none"> ▪ An understanding and experience of Local Authority projects and services ▪ An understanding and experience of a political public service role

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> ▪ Bachelor of Engineering or equivalent experience 	<ul style="list-style-type: none"> ▪ Business qualification – e.g. MBA or Diploma of Business Studies ▪ Chartered Engineer

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective/'job well done' level:

Expert level	
Advanced level	Leadership and management of a professional engineering team in a contracting/commercial environment
Working Knowledge	Local Authority service delivery environment Technical knowledge of key Local Authority infrastructures
Awareness	

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus/Creating Value for Customers
- Effective Communications & Relationships
- Leadership (Managers)
- Coaching for Performance (Managers)

Change to job description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Position Holder

Date

Manager

Date