

POSITION DESCRIPTION

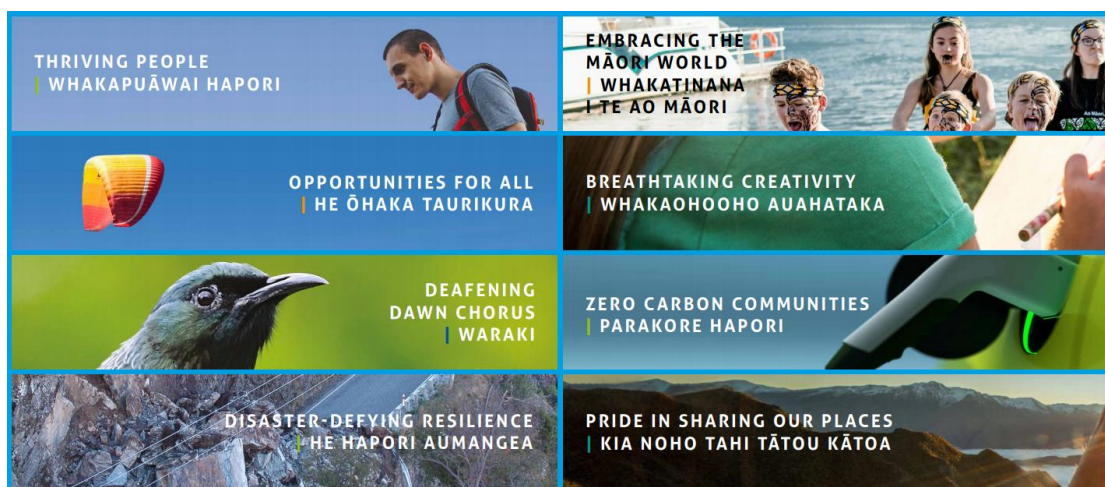
Position:	Infrastructure Development Engineer
Department:	Property & Infrastructure (P&I)
Location:	Queenstown
Reports to:	Manager, Strategy & Performance
Date:	March 2023

BACKGROUND

Queenstown Lakes District Council (QLDC) is a territorial authority in Te Waipounamu South Island of Aotearoa New Zealand, with a current resident population of approximately 48,300 which is projected to increase to 61,350 by 2031¹. The Queenstown Lakes District is also a premier tourist destination making a significant contribution to the national economy. In recent years, the district has undergone significant and sustained growth in both resident population and in international and domestic visitor numbers. On a peak day in 2021, visitor numbers totalled 99,200 which is projected to reach 152,910 on a peak day in 2031². The overall growth pressures the district is experiencing has led to the 2021 -2031 Ten Year Plan setting out an ambitious programme of work, with over \$1.6 billion of capital investment to be made over the decade³.

QLDC has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It 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. QLDC's role in leading the recovery effort for the district in response to COVID-19, also means that the diversification of the district's economy is an increasingly important priority for our Council.

The community outcomes set out in the 2021 – 2031 Ten Year Plan are directly extracted from [Vision Beyond 2050](#), which is our community vision statement:



¹ QLDC demand projections, July 2022

² QLDC demand projections, July 2022

³ QLDC Ten Year Plan 2021 - 2031

VISION, MISSION AND VALUES

We're proud to be QLDC, and in response to the growth the district has experienced over recent years the QLDC organisation has itself experienced substantial growth. With an employed workforce of approximately 550 in July 2022, and a range of partner organisations delivering services on behalf of Council, QLDC is also a significant employer in the district. The range and types of work carried out at QLDC are extensive, and complex; becoming increasingly so as the district continues to grow.

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

The purpose of this role is to respond to developer, planner, resource management engineering and other enquiries to ensure three waters, transport and open spaces infrastructure is optimised and meets QLDC requirements. This includes investigating and applying technical solutions to the Council's three waters infrastructure network and overseeing three water modelling needs. This role will coordinate development responses across Property & Infrastructure and ensure costs are recovered from developers.

KEY TASKS

- Respond to Planning, Developer and RM Engineering requests and investigate as required within specified timeframes.
- Contribute technical advice to subdivision and development standard reviews (NZS4404 amendments), including QLDC Code of Practice.

- Conduct preliminary investigations to confirm problems and identify solutions.
- Utilise results from hydraulic and other models for decision making.
- Provide infrastructure advice to resource management engineering (RME) consent applications.
- Direct enquiries from developers regarding three water and transport infrastructure needs.
- Co-ordinate developer modelling requests.
- Assess level of service issues and investigate options to meet them.
- Undertake investigations where applications are complex, or issues have been identified where Council is at risk.
- Perform technical investigation and provide appropriate responses to internal and external queries (RFS).
- Undertake scoping of projects using business case approach for adoption in Annual Plan (AP) and Long Term Plan (LTP).
- Contribute to Heads of Agreements or other Developer agreements.
- Be responsive, including providing appropriate communication, consultation and collaboration, to internal and external stakeholders.

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.

OUTCOMES

- Subdivision standards in place and controlling development.
- Business cases are developed in accordance with Property & Infrastructure process.
- Thorough assessment of options undertaken within business cases environment
- Projects for AP and LTP are identified as preferred option and timelines are sufficient for project delivery to meet construction deadlines.
- All Technical RFS's resolved within agreed timeframes.
- Development aligns with District Plan, Strategies and Master Plans.
- Responsive, respectful and helpful to internal and external parties.
- Clear agreements with developers.

KEY RELATIONSHIPS

Internal:

- Manager, Strategy & Performance
- Chief Engineer
- Resource Management Engineering
- Asset Planning
- Open Spaces
- Operations & Maintenance
- Finance
- Planning and Development

External:

- Developers
- Three Waters Contractors
- Consultants

ACCOUNTABILITIES AND DELEGATIONS

Financial Authority

- CEO Sub-Delegations Category D

Staff Authority

- Direct Reports – 0

PERSON SPECIFICATION

Education

- Bachelor of Engineering, Dip Engineering, Certificate of Engineering.

Experience

- 10 years minimum relevant experience within infrastructure as either Consultant or Client.
- Experience in three waters infrastructure.
- Experience in developer engagement.
- Understanding of hydraulic models.
- People and communications skills and a strong customer ethos.
- Highly motivated, achievement-orientated and innovative professional.

COMPETENCIES

Core competencies for all employees of QLDC:

Integrity	<ul style="list-style-type: none"> ▶ Represents QLDC in an honest, ethical and professional way, supporting a culture of integrity and professionalism ▶ Acts on QLDC’s vision, mission and values even when it is uncomfortable or difficult to do so ▶ Follows through on agreements; can be relied on to complete tasks and meet commitments ▶ Champions safety and wellbeing by role modelling safe and healthy work practices
Delivering Quality Results	<ul style="list-style-type: none"> ▶ Emphasises progress over perfection, taking action and initiative to resolve issues within established process and procedure ▶ Identifies key tasks needed to achieve objectives, establishing timelines and milestones to reach future state ▶ Shows commitment to completing work activities effectively ▶ Has a can do, will do attitude – taking on new challenges, making the most of every opportunity
Adaptability	<ul style="list-style-type: none"> ▶ Adjusts your plan and approach as the situation changes to deliver the best outcome ▶ Adapts pace of work to meet organisational demands ▶ Is open to new ideas and is willing to try new ways of doing things ▶ Aware of your impact on others and adjusts approach accordingly
Customer Focus	<ul style="list-style-type: none"> ▶ Is dedicated to meeting the expectations and requirements of internal and external customers ▶ Ensures actions, processes and decisions deliver sustainable customer satisfaction and support QLDC’s interests ▶ Communicates effectively with customers and stakeholders to identify their needs and requirements ▶ Knows and understands the customer’s position and looks for opportunities to add value and create a great customer experience
Managing Relationships	<ul style="list-style-type: none"> ▶ Establishes and maintains effective relationships with stakeholders and gains their trust and respect ▶ Listens carefully with an open mind and is receptive to others' ideas ▶ Is aware of and responsive to cultural differences when engaging with people and groups ▶ Ensures actions, processes and decisions deliver sustainable relationships and support QLDC’s interests
Valuing Diversity	<ul style="list-style-type: none"> ▶ Displays an open-minded, non-judgmental attitude towards others ▶ Continues to listen and attend to others when they are being unclear or ‘difficult’ ▶ Actively seeks input from others who may have different perspectives and views ▶ Role models respect and sensitivity to diversity and difference to ensure an inclusive team environment
Organisational Awareness	<ul style="list-style-type: none"> ▶ Applies an understanding of QLDC’s culture and values to their activities ▶ Knows how QLDC works – both the formal and informal channels to use ‘to get things done’ ▶ Adapts quickly to change and uncertainty, approaching change positively and as an opportunity for learning and growth

Competencies specific to the role:

Problem Solving	<ul style="list-style-type: none"> ▶ Identifies potential problems, barriers, and risks and takes action to resolve them ▶ Seeks input and the perspectives of others to support efficient and effective problem solving ▶ Exercises judgement and makes good decisions ▶ Tries different approaches to overcome current obstacles and persists with efforts until an effective solution is found
Resilience	<ul style="list-style-type: none"> ▶ Demonstrates resilience by remaining composed and persevering through difficult or stressful situations ▶ Role models patience and tolerance when dealing with inconveniences and difficulties ▶ Recovers quickly from setbacks and adverse events ▶ Takes personal responsibility for decisions, actions, and mistakes
Influencing and Negotiating	<ul style="list-style-type: none"> ▶ Considers how you will influence over time and adopts a number of deliberate strategies to influence and communicate with others ▶ Achieves effective solutions and outcomes within challenging relationships, or when dealing with ambiguous and conflicting positions ▶ Picks up on people's social cues and reactions, and adjusts your approach accordingly ▶ Encourages others to talk, share and debate ideas to achieve consensus
Collaborating	<ul style="list-style-type: none"> ▶ Accepts and supports team decisions, is a 'good team player', do your share of the work ▶ Willingly shares information, knowledge and experiences with others ▶ Seeks out and works with others, regardless of team, function, business unit, geography, professional boundaries ▶ Fosters open dialogue and feedback