

POSITION PROFILE



File Name: PP - Licensed Cadastral Surveyor.docx	Version No: 1.0
Issue Date: May 2017	Compiled by: HR Manager
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Position Title:	Licensed Cadastral Surveyor		
Location:	Auckland or Christchurch		
Reports to (role):	Survey Manager – Auckland or Office Manager - Christchurch		
Main purpose:	(How You Add Value to Envivo)		
To provide surveying services for land and property development including boundary determinations, natural resources rights, land use planning, concept and subdivisional design and land development engineering.			
Key Relationships:	(Who You Help/ Interact with on a Regular Basis)		
Internal Relationships	External Relationships		
<ul style="list-style-type: none"> • Survey Field team • Surveyors • Project Services Coordinators • Engineering team • Planning team 	<ul style="list-style-type: none"> • Envivo clients • Territorial Authorities including Councils • External Consultant Specialists 		
Key Accountabilities:	(What You Accomplish by Doing These Tasks)		
<p>Surveying and Project Management: Undertake and/or oversee surveying projects requiring expert application of advanced surveying knowledge.</p> <ul style="list-style-type: none"> • Liaise with internal consultant team and clients and a variety of professionals including specialist consultants and subcontractors to discuss project specifications, timeframes, budgets and designs • Undertake field surveying • Undertake technical and feasibility studies including site investigations to determine project feasibility/constraints • Undertake Cadastral Surveys; subdivisions and E-Survey calculations and information searching and survey processing • Under the direction of an engineer, undertake engineering designs as required for preliminary designs • Undertake QA of scheme designs • Complete compliance certifications • Prepare planning/property assessments, including reviewing and reporting on development proposals • Undertake site inspections and survey work when appropriate <p>KPIs</p> <ul style="list-style-type: none"> • All work undertaken is in accordance with appropriate professional and technical standards and in accordance with Envivo standards • Revenue targets are achieved • All documents prepared are accurate and produced to a high standard • Projects are completed within agreed timeframes, project specifications and economically 			

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Technical Expertise and Professional Development: Develop expertise and knowledge in field of discipline

- Maintain up-to-date knowledge of guidelines, technical standards, legislation and codes of practice relevant to industry practice in New Zealand
- Develop the company's profile and reputation in specific consultancy streams in defined markets
- Attend professional development courses to meet CPD requirements and individual performance goals
- Develop best practice processes, monitoring and quality control to ensure that expected professional and technical standards are met
- Contribute to building the firm's intellectual property including templates, precedents and workflows
- Assist with staff training and mentoring

KPIs

- A high level of technical and industry excellence is maintained
- A high standard of quality assurance is maintained
- Developing expertise and knowledge in field of discipline

Business Development:

- Undertake Consultant of the Day duties
- Attend client liaison, marketing and networking activities
- Assist in sales, bid and tender proposals
- Prepare and deliver client presentations and/or present at industry functions as required

KPIs

- Positively promote Envivo to our clients and potential clients
- Achieving sustained value in retained and new clients

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Essential Requirements:	(What Skills and Knowledge You Need in the Position)
Education/Degree: <ul style="list-style-type: none">• Bachelor of Surveying or equivalent• Has attained Licensed Cadastral Surveyor under the Cadastral Survey Act 2002	
Experience: <ul style="list-style-type: none">• Minimum 5 years related experience	
Technology Skills/Packages: <ul style="list-style-type: none">• Microsoft Office (Intermediate)• Proficient skills in use of surveying equipment• Ability to use AutoCAD 12D• Experience with LandOnline	
Skills/Abilities: <ul style="list-style-type: none">• Communication: High standard of written and oral English skills• Technical Expertise: Is sought out as an expert to provide advice or solutions in his/her technical areas• Professionalism and Integrity: Acts within the scope of their professional competence and in a manner which supports and upholds the reputation of their profession	
Living Our Values:	(What guides us in our behaviours)
Effective communication through honest, transparent feedback: <ul style="list-style-type: none">• Shares important information to ensure team members are aware of how their effort supports the company's mission and goals• Provides structure and gives clear direction to define outcomes and performance expectations• Gives helpful, behaviourally specific feedback to others• Recognises and rewards people for their development and achievements• Uses appropriate interpersonal styles and methods to reduce tension or conflict	
Being accountable for our results to deliver to our clients and partners and to each other: <ul style="list-style-type: none">• Develops and/or appropriately applies company and industry procedures, requirements, regulations, and policies to deliver client services to a high standard of professionalism• Focuses effort to achieving goals through maintaining commitment, overcoming obstacles and getting the work done• Strives for excellence in performance of self and others and in the delivery of services• Considers and responds appropriately to the interests and important concerns of others• Uses and manages resources efficiently and effectively	
Sharing our knowledge to help others develop and grow: <ul style="list-style-type: none">• Provides opportunities for people to learn to work together as a team• Provides timely guidance and feedback to help others accomplish a task or solve a problem• Shares his/her expertise with others to develop knowledge and experience• Allows team members to take on delegated responsibility as confidence in ability grows	
Flexibility in our thinking to adapt to unique situations and problems: <ul style="list-style-type: none">• Is open to seeing perspectives other than their own• Identifies and understands issues, problems and opportunities• Generates or builds upon the ideas of others to come up with new solutions or approaches to working with others, client issues or company processes	

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Health & Safety Requirements:

Major Physical and Environmental Factors/Fitness for Work:

- General physical fitness & mobility to consistently perform the inherent requirements of the position.
- Must be able to sustain long periods of sitting
- Must be able to sustain long periods of standing and walking
- Ability to perform repetitive movements and tasks
- Ability to maintain and sustain a drug and alcohol free working environment

Health & Safety Actions – you must:

- Comply with the company's Health and Safety Policies at all times
- Co-operate with management in anything that they do or require in order to ensure a safe workplace
- Ensure that your actions do not put yourself or others at risk
- Work safely
- Use and maintain machinery and equipment properly
- Obey all site safety rules and safe work procedures
- Wear or use prescribed safety equipment
- Participate in training programs as required
- Fix unsafe conditions/hazards if you are able to and it is safe for you to do so, otherwise report them immediately to your manager/team leader
- Report accidents/near misses by filling out Incident/Hazard Reports

NOTE: This Position Profile is not intended to be all-inclusive. Incumbent may perform other related duties as may reasonably be required to meet the ongoing needs of the organisation.