

POSITION PROFILE



File Name: PP - Principal Engineer - Structural.docx	Version No: 1.0
Issue Date: May 2017	Compiled by: HR Manager
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Position Title:	Principal Engineer - Structural		
Location:	Auckland Office		
Reports to (role):	Managing Director		
Main purpose:		(How You Add Value to Envivo)	
To assist the Managing Director to determine and implement Envivo’s engineering strategies, policies and plans, while providing leadership and direction to the growth and development of the Structural Engineering team.			
Responsible for:			
No. of Direct Reports: 11			
<ul style="list-style-type: none"> • Senior Structural Engineers (3) • Structural Engineers (4) • CAD Technicians (4) 			
Key Relationships:		(Who You Help/ Interact with on a Regular Basis)	
Internal Relationships		External Relationships	
<ul style="list-style-type: none"> • Engineering Department – Civil, Projects & Structural • Project Services Coordinators • Envivo Staff 		<ul style="list-style-type: none"> • Envivo clients • Territorial Authorities including Councils • Contractors • Architects • External Consultant Specialists • Envivo Suppliers 	
Key Accountabilities:		(What You Accomplish by Doing These Tasks)	
Department Leadership: Provide professional leadership, technical advice and counsel to assist with determining Envivo’s engineering strategies, policies and plans			
<ul style="list-style-type: none"> • Provide leadership and mentorship to the Structural Engineering team • Assign, schedule, coordinate, review and evaluate projects within single or multi-disciplines • Plan and manage departmental resources such as budgets and staffing • Provide input into business strategy and plans and monitor achievement • Communicate business plans effectively to ensure high levels of employee engagement and understanding • Manage all commercial aspects such as contract management, invoicing, debt management and client management • Develop best practice processes, monitoring and quality control to ensure that expected professional and technical standards are met • Maintain up-to-date knowledge of guidelines, technical standards, legislation and codes of practice relevant to engineering practice in New Zealand • Assist in project audits and implement audit recommendations • Develop and implement company policies and procedures 			
KPIs			
<ul style="list-style-type: none"> • A high level of technical and industry excellence is maintained • Achievement towards business goals and KPIs • Comprehensive and robust technical and quality controls and assurances are developed and upheld in the company 			

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Principal Consultant: Undertake and/or oversee the most complex engineering projects requiring expert application of advanced engineering knowledge.

- Liaise with clients and a variety of professionals including architects and subcontractors to discuss project specifications, timeframes, budgets and designs
- Oversee technical and feasibility studies including site investigations to determine project feasibility/constraints
- Oversee engineering calculations required for preliminary and developed designs
- Oversee specifications and associated design documentation
- Oversee and prepare technical consents for submissions to council
- Oversee engineering reports and applications on behalf of clients for engineering approval to council
- Oversee detailed and construction designs and documentation for construction and implementation of projects

KPIs

- 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 design representations
- Projects are completed within agreed timeframes, project specifications and economically

Culture and People Leadership: Lead in creating high performing teams to maintain employee engagement and efficient delivery of services to clients

- Lead in developing a multi-disciplinary collaborative approach to project and client management
- Provide leadership and guidance to managers, team leaders and employees
- Ensure compliance with health and safety regulations and developing a culture of awareness
- Provide ongoing performance feedback to mentor and coach and improve performance of employees
- Uphold company policies, procedures and practices to manage risk, develop a high standard of quality assurance and transparency
- Support company programmes and initiatives
- Undertake HR activities such as recruitment, learning and development, remuneration and performance management as needed

KPIs

- A high level of employee engagement in project and client delivery
- A high level of employee engagement and retention

Client Relationship Management & Business Development: Maintain and create new business opportunities through developing relationships with current and prospective clients

- Lead/assist in sales, bid and tender proposals, review contracts and make decisions on commerciality
- Identify and assess new client prospects
- Develop, maintain and improve key account relationships with a portfolio of major clients
- Work with staff with key account management responsibilities by providing information, developing processes and supporting KAM initiatives
- Assess new marketing opportunities for generating business and diversification strategies
- Attend client liaison, marketing and networking activities
- Attend and/or present at industry functions, such as association events and conferences
- Provide feedback and information on market trends
- Prepare and deliver client presentations as required

KPIs

- A high level of client retention and new client introduction
- Achieving sustained value in key clients
- A strong brand presence in the market

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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 Engineering or equivalent• Chartered Professional Engineer (CPEng)	
Experience: <ul style="list-style-type: none">• Minimum 15 years related experience• Experience in structural engineering related disciplines• Demonstrable experience in leading the structural design of medium to large projects• Experience leading a team of engineers including technicians and design engineers	
Technology Skills/Packages: <ul style="list-style-type: none">• Microsoft Office (Intermediate)• AutoCAD 2D and Revit (Intermediate)• Knowledge of calculation and analysis programmes such as ETABS, SPACE GASS, Microstran, SAP 2000	
Skills/Abilities: <ul style="list-style-type: none">• Collaboration: Ability to develop and strengthen partnerships with others inside or outside the organisation• 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	

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- 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

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

Managers/Team Leaders are responsible for taking all reasonable steps to ensure that Envivo's legal obligations in relation to health and safety are met in workplaces under their control. Managers/Team Leaders will be held accountable for their areas of control to ensure:

- Relevant health and safety policies and procedures, in compliance with legislative requirements, are effectively implemented;
- Risks to health and safety are actively identified, assessed and effectively controlled;
- Risk control measures are implemented in a timely manner and that their effectiveness is regularly monitored and deviations from standards rectified;
- Employees have adequate knowledge and skills to carry out their health and safety responsibilities;
- Employees and their representatives are consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees;
- All incidents within their area of control are reported and investigated and basic cause and control strategies are identified;
- The health and safety of people other than their workers who may be present at the workplace.

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.