

POSITION PROFILE



File Name: PP -Senior Structural Engineer - Christchurch.docx	Version No: 1.0
Issue Date: May 2017	Compiled by: HR Manager
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Position Title:	Senior Structural Engineer
Location:	Christchurch Office
Reports to (role):	Office Manager - Christchurch

Main purpose: (How You Add Value to Envivo)

To scheme and devise appropriate and economical structural engineering solutions, while assisting with the management and development of the structural engineering team.

Key Relationships: (Who You Help/ Interact with on a Regular Basis)

<p>Internal Relationships</p> <ul style="list-style-type: none"> • Engineering Department – Civil, Projects & Structural • Project Services Coordinators • 	<p>External Relationships</p> <ul style="list-style-type: none"> • Envivo clients • Territorial Authorities including Councils • Contractors • Architects • External Consultant Specialists • Envivo Suppliers
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Key Accountabilities: (What You Accomplish by Doing These Tasks)

Design and Project Management: Undertake and/or oversee engineering projects requiring expert application of advanced engineering knowledge.

- Assign, schedule, coordinate, review and evaluate projects within single or multi-disciplines
- Manage all commercial aspects such as contract management, invoicing, debt management and client management
- Liaise with clients and a variety of professionals including architects and subcontractors to discuss project specifications, timeframes, budgets and designs
- Undertake/oversee technical and feasibility studies including site investigations to determine project feasibility/constraints
- Undertake/oversee engineering calculations required for preliminary and developed designs
- Undertake/oversee specifications and associated design documentation
- Undertake/oversee and prepare technical consents for submissions to council
- Undertake/oversee engineering reports and applications on behalf of clients for engineering approval to council
- Undertake/oversee detailed and construction designs and documentation for construction and implementation of projects
- Undertake site inspections and survey work when appropriate
- Construction monitoring of structural trades, and provision of site reports and engineering instructions as required

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

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

- Provide guidance and mentorship to team members
- 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

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
- 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

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

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

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Essential Requirements: (What Skills and Knowledge You Need in the Position)

Education/Degree:

- Bachelor of Engineering or equivalent
- Chartered Professional Engineer (CPEng)

Experience:

- Minimum 8 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:

- Microsoft Office (Intermediate)
- AutoCAD 2D and Revit (Intermediate)
- Proficiency with calculation and analysis programmes such as ETABS, SPACE GASS, Microstran, SAP 2000

Skills/Abilities:

- **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:

- 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:

- 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:

- 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:

- 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

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.