

# Position Description

## Position Title

**Land Development Engineer**

## Location

Rangiora Service Centre – Farmers Building

## Contract Type

Permanent

## Date

September 2025



## Department

Utilities & Roding



## Unit

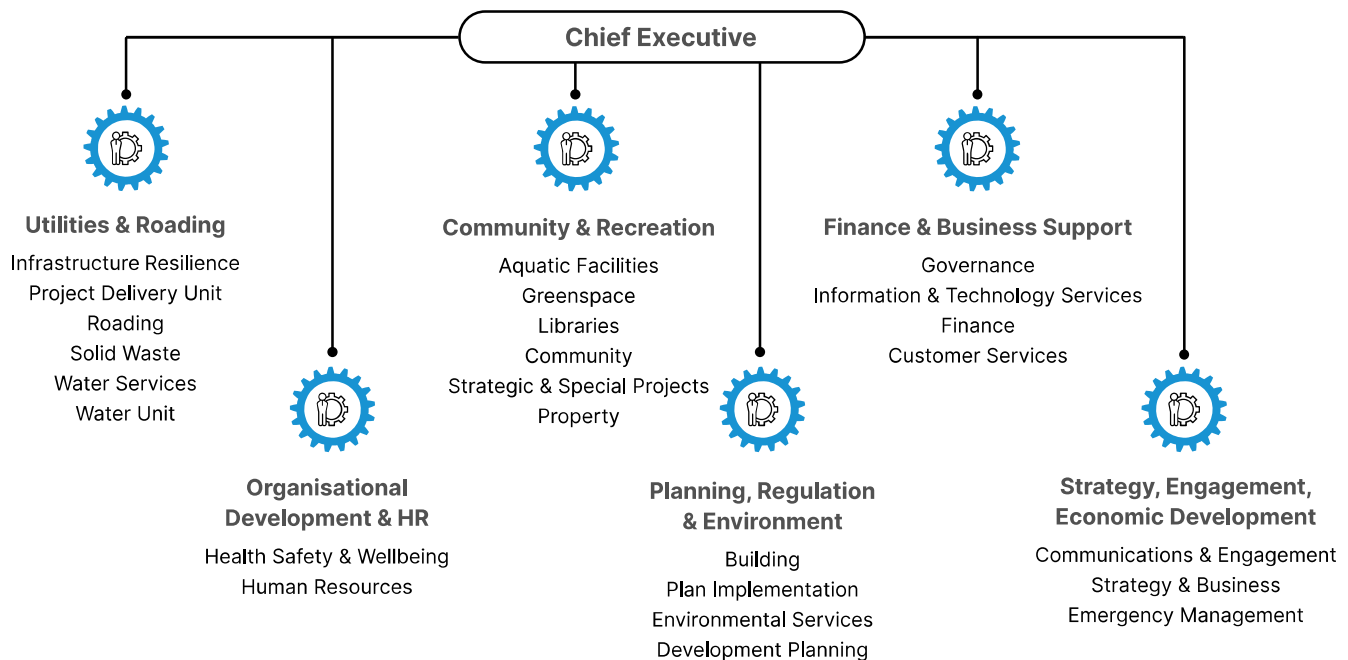
Project Delivery Unit



## Team

Development

## Organisation Context



# Tā mātou mauri

## Our principles

|                             |                                                                               |                     |                              |
|-----------------------------|-------------------------------------------------------------------------------|---------------------|------------------------------|
| <b>Our purpose</b>          | To make Waimakariri a great place to be, in partnership with our communities. |                     |                              |
| <b>Our vision</b>           | We are a respectful, progressive team delivering value for our customers.     |                     |                              |
| <b>Our values</b>           | We will...                                                                    |                     |                              |
|                             | Act with integrity, honesty and trust                                         |                     | Keep you informed            |
|                             | Do better every day                                                           | Take responsibility | Work with you and each other |
| <b>Our customer promise</b> | We will be professional, approachable and solutions-focused.                  |                     |                              |

# Position Details

## Purpose of Position

To assist the Project Delivery Unit (PDU) to provide an in-house consultancy service by:

1. Processing Resource Consent approvals for connections to the Council's network utilities.
2. Undertaking engineering assessment and reporting on Resource Consent and Plan Change Applications.
3. Undertaking audit inspections of engineering works and monitoring engineering conditions, including certifying compliance with conditions.
4. Being part of a PDU able to provide professional services to the Council competitive with the private sector and with a strong Client focus.

## Key Relationships

### Responsible to

Development Manager

### Responsible for

Nil

### Internal

Development Manager, Project Delivery Manager, Project Delivery Unit Staff, Manager - Utilities and Roothing, Utilities & Roothing Unit, Health Safety & Wellbeing Team, Finance Staff, Policy Staff, Human Resources Team, other Council staff as required

### External

Councillors, Community Board Members, Mayor, Customers / Ratepayers, Members of the community, Contractors, consultants, Utilities providers, other councils External Organisations, Te Ngāi Tūāhuriri Rūnanga

Is there an approved delegated authority for this role? ☐ Yes ☒ No

If yes, state limit for role \$:

If yes, is this role responsible for that budget? ☐ Yes ☒ No

### Vetting Requirement (contact HR for further advice as required)

*Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.*

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☒ No

If yes, does this role fall under the Childrens Act 2014? ☐ Yes ☒ No

If yes, this position has been identified as:

*Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.*

## Key Result Areas

### KPI (area of responsibility)

Ensure all engineering aspects of development proposals are adequately assessed and clearly reported on in accordance with the Resource Management Act.

Ensure servicing proposals for developments including reticulation for water supplies, sewerage, stormwater and greenspace, land drainage, and roading are designed and constructed in accordance with Council's Code of Practice and conditions of consent.

Provide advice and guidance to developers and their technical representatives.

Complete documentation relating to the engineering and servicing aspects of resource consents up to formal approval.

Ensure site inspections and auditing are carried out appropriately to ensure the quality of assets vested in Council.

Assist in the development of policy plans relating to land development.

### Measure (successful when)

Developments are successfully delivered to ensure compliance with resource consents, Council policy and bylaws.  
Reports are clearly presented and meet the requirements of the Project Delivery Unit and the client.  
Positive client and contractor feedback received.

Developments are successfully serviced and delivered in accordance with Council's Code of Practice and full compliance with resource consent conditions.

Advice and guidance is accurately provided in a respectful and timely manner.

Documentation is up to date, complete and provided within the agreed timeframes.

All documentation is stored in the appropriate repositories.

Site inspections and audits are scheduled and implemented at regular planned intervals.

Non-compliances followed up and actioned.

Policy plans reviewed regularly to ensure best practice and customer service innovation is promoted.

## Key Result Areas Continued

### KPI (area of responsibility)

Assist in developing and maintaining quality systems and procedures relating to the land development engineering services within the Council.

Assist with development, set up and maintenance of systems for monitoring cost, quality and timeliness of work undertaken by the Development Team and the Project Delivery Unit as required.

Provide assistance or undertake engineering planning and asset management, project management, design and construction management for projects that are the responsibility of the Project Delivery Unit.

Assist the development manager with private developer agreement terms and cost shares for infrastructure projects delivered by the developer; review quality assurance documentation and as-builts prior to payment by Council to developer.

Carry out other such projects and duties, including consultancy functions and attendance at various meetings, as requested by the Development Manager.

### Measure (successful when)

Quality systems are developed and maintained in alignment with Council requirements and responsibilities.

Project documentation is completed and stored in repositories.

Systems are updated and maintained in a timely manner.

Systems assist development team with oversight of cost/time of resource consent processing and monitoring.

Projects are successfully managed and delivered to ensure compliance with resource consents, Council policy and bylaws.

Positive client and contractor feedback received.

Developer agreements clearly set out cost share arrangements for delivery of infrastructure projects.

Payment claims and invoices are reviewed promptly, QA documentation is checked and filed, payment is made to developer on time.

A degree of flexibility and adaptability demonstrated.

Projects and duties completed to a high standard and within agreed timeframes.

Actively participates in required meetings, as necessary and/or if appropriate.

# Person Specification

## Education/Qualifications

Minimum requirement for the role:

Graduate Certificate Level 7

Graduate Certificate NZQA Level 7 (please specify)

Specifications and/or further information:

Essential: holds a suitable engineering or related science qualification  
Holds a full drivers license.

Desirable: Chartered Professional Engineer, or working towards.

May hold a professional membership of an appropriate association

## Knowledge/Experience

Minimum requirement for the role:

4-5 years

Needs to draw on relevant longer-term experience specific to the job and work demands, acquired over time.

Further information:

## Attributes

Broad experience across engineering, asset management, project delivery, investigations, reporting, design, site inspections, and auditing. Proven ability to manage projects end-to-end, delivering on time and within budget, while addressing environmental, health and safety, and legislative factors. Understanding of Local Government operations, the Local Government Act, and Resource Management Act (including AEE and consent processes). Familiar with Health and Safety at Work Act and role responsibilities. Logical, organised, and detail-focused approach to work. Takes ownership, reviews own and others' work critically, and works within defined authority. Skilled in stakeholder engagement, including sensitive negotiations. Open to feedback, collaborative, and adaptable to new ways of working.

## Skills

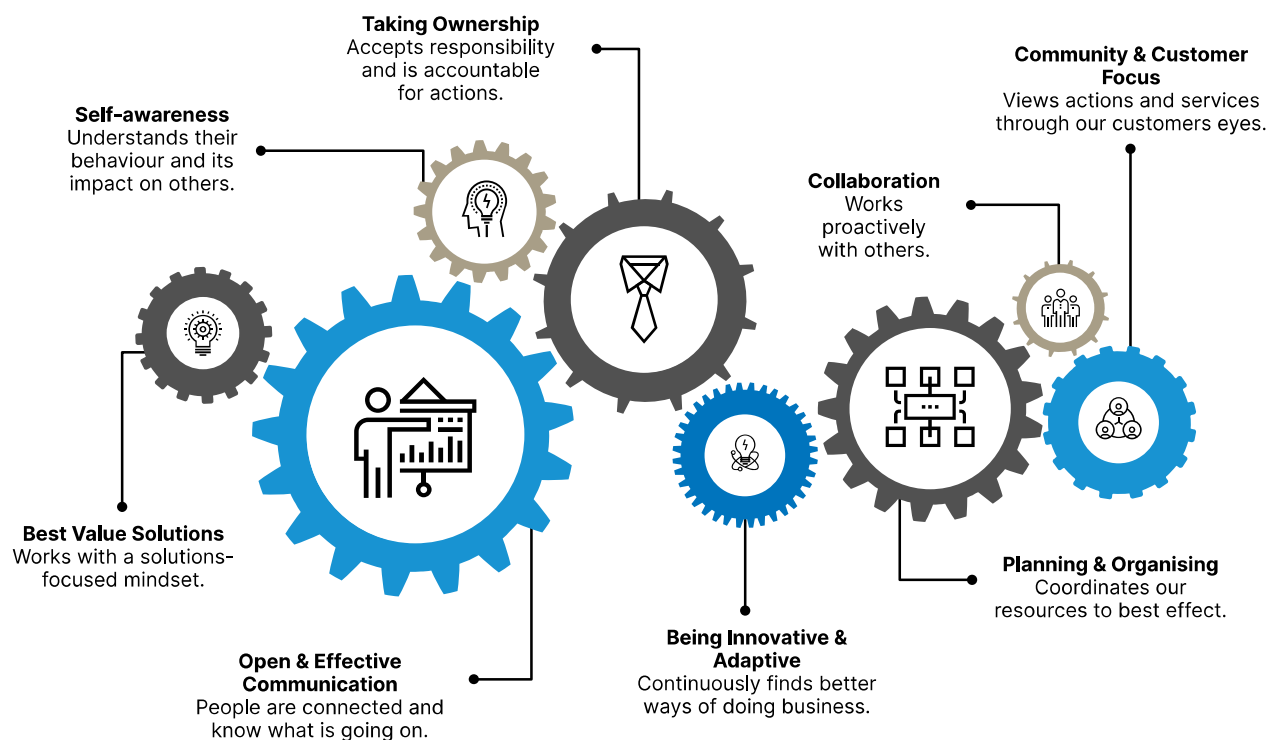
Able to communicate clearly, openly and concisely through all forms of media. Able to write clear, concise and accurate reports. Good listening skills, and able to remain professional at all times. Clearly displays leadership role in conducting and participating in meetings, hearings and negotiations.

Competent in the use of Microsoft Office Suite.

Demonstrated familiarity with key Project Management tools, such as Critical Path techniques, risk analysis, financial evaluation tools and cost budgeting and tracking.

Able to determine the need or otherwise for external resources, and accurately evaluate any estimate or quote prepared by or submitted to the Council.

# Core Competencies



## Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

## Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description approved by

Jen McSloy

Date

25/09/2025