



Role Description

| Role Details | |
|-----------------------|--|
| Title | Structural Engineer |
| Manager Title | Engineering Manager |
| Directorate and Group | National Programmes (Unit 2); Organisation Support |
| Band | F |
| Date | 11 April 2023 |
| Approved By | Director, National Programmes (Unit 2) |

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āiane, ā, hei ngā rā ki tua hoki, he kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The role purpose is to provide structural engineering services, oversight, and advice on engineering matters, to staff across the Department.

Key Working Relationships

| Internal | External |
|---|---|
| The Engineering Manager and other Engineers in the Department | Government departments and regional/local government agencies |
| Works Officers and Project Managers | Consulting engineers, contractors, and external engineering specialists |
| Asset Inspectors and Planners | Project stakeholders |
| Senior Rangers and Supervisors | Iwi and Tangata Whenua |

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

| Accountability | This includes.... |
|--|--|
| Engineering inspections of assets | Completing engineering condition inspections of existing structures and huts accurately and on time Providing training and auditing DOC asset inspectors |
| Design new structures, remedial work, and upgrades | Conducting thorough, well documented site investigations Preparing design calculations, specifications and drawings that are accepted by building authorities and are readily understood by reviewers, contractors and project managers Peer reviewing other internal and external engineers design work Mentoring other internal engineers |
| Construction monitoring | Conducting thorough, well documented construction monitoring of new structures, upgrades and maintenance work, that ensures building code and construction specification compliance and covers all critical stages of construction work. |
| General engineering advice | Providing advice on engineering, contract administration and project management |
| Special projects | Delivering or contributing to special projects and systems development |

| Accountability | This includes.... |
|--|--|
| Stakeholder and customer relationships | <p>Working collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Representing DOC and coordinate cross-agency initiatives within area of responsibility</p> |
| Work management and delivery | <p>Delivering on tasks as set out in work plans, performance expectations and task assignments</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others in the workplace</p> |

| Capabilities Required | |
|--|---|
| Specialist skills, knowledge, and qualifications | <p>A New Zealand Chartered Professional Engineer, with a practice area appropriate to the role</p> <p>Can recognise and adapt to the challenges of remote-site engineering</p> <p>Proficient with drafting and engineering analysis software</p> <p>Highly developed ability to conceptualise, analyse, optimise and communicate good solutions to complex problems</p> <p>Highly developed observation skills and resistant to complacency</p> <p>Experienced in New Zealand's back country and capable of safe and efficient travel, on foot, in remote, rugged terrain</p> |
| Collaboration, relationship building, communication and interpersonal skills | <p>Ability to interact productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Able to work effectively with peers to solve problems</p> <p>Gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p> |
| Organisation contribution | <p>Provides considered feedback and input to decision making</p> |

| Capabilities Required | |
|-----------------------|---|
| | Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role |
| Delivering results | Plans and organises work to deliver on objectives High personal and professional standards and accuracy |
| Treaty Partnership | Understands where the Māori Crown relationship is important to DOC Able to use day-to-day tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required |

Standard Operating Requirements

You are required to comply with the standard operating requirements of DOC, i.e. you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).