

# Position Description

Position title:

Engineering Intern

---

Division:

Operations Department:  
Infrastructure and Environmental Services, Regulatory

---

Unit:

Engineering Technical Services, Healthy Waters, Regulatory Engineering

Reports to:

Various, depends on unit

Direct reports / Indirect reports (number):

None / none

---

Location:

Auckland

## Accountabilities of position

### Purpose of position:

This Engineering Intern position will be based in either Engineering Technical Services, Healthy Waters or Regulatory Engineering and is an opportunity for a current engineering student to gain relevant experience in the engineering field during their studies. The Engineering Intern will be responsible for performing work allocated and contributing to relevant activities and projects as required.

The role may be located at different service areas/offices and require travel. Day to day duties may also require some travel to other Council buildings, customer premises and other work sites as required.

---

## Key responsibilities

### Work Excellence

#### Key Responsibilities

- Effectively carry out work allocated either independently or as a team
- Identify opportunities to contribute to team or business objectives and actively seek to provide input
- Identify and recommend to relevant parties opportunities for improvement

#### Expected Outcomes

- Work is completed in a timely manner and to a high standard
  - Be recognised as a valuable contributor to achieving team and business objectives
- 

## Relationship Management

### Key Responsibilities

- Develop and maintain effective relationships with internal and external stakeholders

### Expected Outcomes

- Productive mutually beneficial relationships are developed and maintained
  - Business objectives are met
-

## **Customer Service**

### **Key Responsibilities**

- Provide excellent customer service to both internal and external customers

### **Expected Outcomes**

- Auckland Council customer service standards are consistently met
- 

## **Professional Development**

### **Key Responsibilities**

- Take responsibility for identifying own learning and development needs
- Take action to communicate these and contributes to identifying relevant support to meet these needs
- Apply learnings to advance professional competence

### **Expected Outcomes**

- Learning and development needs are communicated to line manager
  - Opportunities to participate in learning activities are proactively undertaken
- 

## **Projects**

### **Key Responsibilities**

- Contribute as an active participant in project teams where applicable
- Provide up-to-date, relevant best-practice input based on studies, where relevant

### **Expected Outcomes**

- Make a valuable contribution to project teams through:
    - Offering fresh ideas that encourage innovation
    - Actively listening to others' contributions, seeking clarity to advance own learning or understanding, and apply that learning to wider context
    - Take on a fair portion of actions to support the achievement of project objectives
- 

## **Organisational obligations**

### **Key Responsibilities**

- Action Auckland Council's good employer obligations including equal employment, biculturalism and diversity policies and practices
- Auckland Council is committed to the principles of the Treaty of Waitangi – partnership, participation and protection – as such, we work with our iwi partners and the wider Māori community to meet their needs and aspirations for the city
- As an employee of Auckland Council you are required to understand and demonstrate our organisational behaviours
- Promote a safe and healthy workplace by undertaking responsibilities as outlined in Auckland Council's health and safety policy and procedures
- Promote activities and initiatives that assist Auckland Council achieve its vision and mission
- Promote one-organisation initiatives and action these service characteristics
- As an employee of Auckland Council you are required to familiarise yourself with and comply with all organisation policies

## Expected Outcomes

- Auckland Council meets its obligations as an employer
  - Auckland Council meets its obligation under the Treaty of Waitangi and the Treaty Settlement Act
  - Act in ways that demonstrate understanding and which embrace our behaviours in your dealings with both your work colleagues and in your interactions, both internal and external.
  - Act in ways that support an environment of biculturalism, diversity and inclusion in the workplace
  - Auckland Council's reputation is enhanced within the community
  - Health and safety requirements upheld
- 

## Key relationships

Internal:

- Team leader and team
- Graduate/Intern Liaison Officer for Engineering Programme

External:

- All external parties as designated by the authorised manager

## Type of person suitable for this position

### Qualifications

*Essential*

- Currently study working towards a relevant New Zealand accredited tertiary qualification in a relevant discipline such as:
  - Civil Engineering
  - Environmental Engineering
- Driver's license required or other alternative way of traveling across the region

Desirable

- Membership with appropriate Engineering Institute
- 

## Experience

- No prior work experience required; however, work experience (paid or unpaid) in related field is an advantage.
- 

## Personal Leadership Behaviour – Team Member

Auckland Council's vision is to create the world's most liveable city, while delivering Aucklanders great value for money. Our high performance behaviours were developed to capture what it means to put our vision in to action:

- **Develop** - We take new approaches to solving old problems; we thrive on challenge; we think big and stay ahead of the game
  - **Serve** - We treat our customers as though they're our friends and neighbours; we make things easy for Aucklanders; we spend ratepayer money wisely
  - **Achieve** - We're accountable; we get stuff done; we achieve real results
  - **Collaborate** - We are one council family and we trust each other; we know that the little things we do can make a big difference; success is a shared goal
-

## **General competencies**

### *Essential*

- Understanding of Te Tiriti o Waitangi and its relationship to Local Government
- Experience in the use of Microsoft Office applications, particularly Excel and Word
- Possess strong verbal and written communication skills
- Excellent time management and organisation skills
- Good interpersonal skills
- Problem solving and decision making skills

### *Desirable:*

- Proficiency in Te Reo and an understanding of te Ao Māori

---

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.