

Position Description

Position title:
Graduate Engineer

Departments:
Operations

Units:
Engineering Technical Services
Development Engineering
Healthy Waters

Location:
Auckland Region

Accountabilities of position

Purpose of position:

The aim of the engineering graduate position is to give young engineers exposure to the wide variety of engineering positions that are available at Council. This is an excellent opportunity to participate in key engineering projects in different fields and to broaden your engineering knowledge and skills, needed to eventually attain competences required for chartered engineering status through ENZ.

Graduates rotate (short term) with specialist engineering teams contributing to projects as required. Throughout the programme, the graduate engineer will be supported by an ENZ accredited mentor. Rotations are set depending on the business need and the incumbent's learning and development.

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

As a graduate engineer you will be based in Engineering Technical Services, Development Engineering **or** Healthy Waters. This team will be your base throughout the graduate programme, however you will also get to rotate across the other two teams as part of the engineering graduate rotation programme.

The engineering graduate programme is made up of two components that work side by side:

- Inclusion in the two-year Auckland Council Graduate Programme and associated activities
- Inclusion in the four-year technical Engineering Programme designed to support achieving chartered status with ENZ.

The graduate will have the opportunity to work with the following disciplines:

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|-------------------------------|-----------------------------|-------------------------|
| • Stormwater design | • General civil engineering | • Project management |
| • Geotechnical engineering | • Contaminated land | • Landfill aftercare |
| • Contract management | • Coastal engineering | • Stormwater Operations |
| • Engineering risk management | • H&S and QA management | |

Key responsibilities (throughout rotations)

Work Excellence

Key Responsibilities

- Effectively carry out work allocated either independently or as a team

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- Identify opportunities to contribute to team or business objectives and actively seeks to provide input
- Identify and recommend opportunities for improvement
- Complete work 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 key stakeholders
- Maintain functional professional relationships
- Meet business objectives

Customer Service

Key Responsibilities

- Excellent customer service is provided to both internal and external customers
- Auckland Council customer service standards are consistently met
- The reputation of the individual, their immediate team and Auckland Council are enhanced

Professional Development

Key Responsibilities

- Take responsibility for identifying your own learning and development needs
- Take action to communicate these and contribute to identifying relevant support to meet these needs
- Apply new and key learnings to advance professional competence
- Let your learning and development needs be known to your line manager
- Proactively take opportunities to participate in learning activities
- Demonstrate adequate competence aligned to the ENZ chartership requirements

Projects

Key Responsibilities

- Make a valuable contribution to project teams through:
 - Actively listening to others' contributions, seeking clarity to advance own learning or understanding, and applying that learning to wider context
 - Offering fresh ideas that encourage innovation
- Demonstrate adequate competence aligned to the ENZ chartership requirements
- Take positive action 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 the council you are required to understand and demonstrate our organisational behaviours
- As an employee of the council you are required to be associated, as required, with Civil Defence Emergency Management or any exercise that might be organised in relation to this council function
- 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, including but not limited to, Auckland Council Code of Conduct

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
- Understanding and meeting the needs of Māori in the council's internal working environment and in the delivery of services to the Auckland community
- 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.
- Acts in ways that support an environment of biculturalism, diversity and inclusion in the workplace
- Obligations under the Māori Responsiveness framework are upheld
- Auckland Council's reputation is enhanced within the community
- Health and safety requirements upheld

Key relationships

Internal:

- Team leader and team
- Buddy to provide peer support throughout programme
- Mentor to provide professional development guidance

External:

- All external parties as designated by the authorised manager

Type of person suitable for this position

Qualifications

Essential

- Working towards a New Zealand accredited tertiary qualification in a relevant discipline such as:
- Civil and Environmental Engineering, Coastal Engineering, Structural, Geotechnical, Engineering Natural Resources, Engineering Science
- Driver's license required or other alternative way of traveling across the region

Desirable:

- Membership of appropriate Engineering Institution

Experience

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

Core Competencies – Team member

Live our values	<ul style="list-style-type: none">• Keep the organisation's values at the forefront of decision making and action.
Improve ways of working	<ul style="list-style-type: none">• Take action to improve existing conditions and processes; identify improvement opportunities, generate ideas, and implement solutions.
Coach your peers	<ul style="list-style-type: none">• Provide support to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.
Work together	<ul style="list-style-type: none">• Work effectively and cooperatively with others.• Establish and maintain good working relationships.
Focus on customer service	<ul style="list-style-type: none">• Ensure that the customer and stakeholder perspective is a driving force behind decision making and activities.• Implement service practices that meet or exceed customers', stakeholders' and organisation needs.
Work excellence	<ul style="list-style-type: none">• Set high standards of performance for self and others; assume responsibility and accountability for successfully completing assignments or tasks.• Self-impose standards of excellence, rather than having standards imposed.• Take prompt action to accomplish objectives, be proactive.

General competencies

Essential

- Demonstrate engineering knowledge aligned with the Council's engineering / technical disciplines
- Demonstrate strong verbal and written communication skills
- Demonstrate appropriate engineering report writing skills
- Demonstrate adequate engineering presentation skills
- Excellent time management and organisation skills
- Experience using Microsoft Office applications, particularly Excel and Word

Desirable:

- Proficiency in Te Reo and an understanding of te Ao Māori;
- Understanding of Te Tiriti o Waitangi and its relationship to Local Government
- Knowledge of tikanga Māori and an ability to relate with iwi and hapū

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.