



SHAPING AN
AWESOME
HAMILTON

INFRASTRUCTURE CONNECTIONS TEAM LEADER

INFRASTRUCTURE AND ASSETS

WHY WE ARE HERE

To improve the well-being of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - adaptability, simplicity, inclusiveness, guardianship, and ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the Infrastructure and Assets Group. The purpose of this group is to provide safe and trusted infrastructure for all.

WHAT YOU WILL DO

Reporting to the Development Engineering Manager the Infrastructure Connections Team Leader will be responsible for providing overall management of the 3 Waters and Transport Connections Process. The role will be a key relationship leader, working between various business units in Council, customers, and the development/building community. The main purpose of this role is to develop, implement and manage a fit for purpose connections process that enables safe and efficient connections to our transportation and 3 Waters networks. Manage the Approved 3 Waters Contractor Panel, including onboarding, performance monitoring, auditing, and renewal processes.

Reports to	Development Engineering Manager
Responsible for (total number of staff)	3
Delegation	\$1,000
Budget Responsibility	N/A

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Develop, implement and manage the connections process to ensure compliance with internal HCC policies and bylaws and associated infrastructure specifications and legislation.
- Management and oversight of the vehicle crossing inspections process
- Co-ordinate and schedule works in partnership with internal delivery teams and contractors.
- Oversight and management of operational contracts and service provisions
- Provide clear and effective leadership to the Connections Team in line with the organisation's 'Way of Working'
- Provide development and coaching opportunities for the team.
- Provide technical advice and support to enhance the delivery of the connections process
- Proactively work to ensure all new connections to the transport and 3 Waters networks are in accordance with the Regional Infrastructure Technical Specifications
- Ensure that connections activities are undertaken in accordance with documented, controlled and reviewed operational processes and management plans to enhance performance.

- Develop and implement a quality assurance process' to ensure connections are monitored and audited for compliance
- Ensure traffic management training is in place and kept up to date for team members
- Ensure that any damage to infrastructure resulting from building and development activities is identified and repaired by the relevant parties in a timely manner
- Address non-compliance, undertaking enforcement action with the assistance of the compliance team when required, and ensure information is of a high standard to ensure any action for non-compliance is not compromised.
- Establish and build strong working relationships with the development and building community and proactively work to educate customers around the requirements for safe and compliant connections and vehicle crossings.
- Establish and build strong working relationships with internal stakeholders such as the Building Control, City Transportation, Planning Guidance and City Waters units.
- Ensure that a customer centric approach is prioritized with customer inquiries and requests for service being responded to courteously and promptly.
- Ensure that applications and inspections are processed within required timeframes and comply with associated Bylaws and regulatory requirements.
- Undertake regular data analysis and reporting to identify trends and opportunities for improvement.

EXPERIENCE

- Clean, current and full drivers license
- National Diploma in Civil Engineering or Bachelor of Engineering Technology or similar (preferred)
- Minimum of 10 years technical experience relating to three waters and transportation operations
- Expert knowledge of Water, Wastewater, Stormwater and Transport networks.
- Experience in effectively leading and managing teams
- Experience and knowledge of financial, quality and operational data management
- Understanding of Health and Safety Law and practices
- Knowledge of Resource Management Act. (preferred not required)
- NZ Transport Agency COPTTM Level STMS (preferred not required)
- Enforcement experience

SKILLS AND KNOWLEDGE

- A proven track record of thinking differently, acting with integrity, working together and making it happen.
- Proven leadership skills with demonstrated ability to articulate the corporate vision and take people on a change journey
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard
- Effective relationship management skills
- Working knowledge of traffic engineering principles and the application of the Regional Infrastructure Technical Specifications
- Works as an effective team member
- Skilled at conflict resolution
- Project and contract management skills
- Trouble shoots effectively and works with people to solve problems
- Relates and communicates well to others at all levels – including suppliers, contractors, other agencies and the public
- Competent in using a range of computer software packages including Microsoft Office products and basic ITS software systems
- Good written, oral and mathematical skills
- Proven oral and written reporting and communication skills
- Communicates information in a way that increases understanding of issues and builds positive relationships with groups
- Self-motivated with the ability to effectively manage time and meet multiple deadlines
- Understanding of quality assurance and business improvement practices/principles.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

HEALTH AND SAFETY

- All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing initiatives and programmes as required.