



SHAPING AN
AWESOME
HAMILTON

Principal Contracts Engineer

Infrastructure and Assets

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Infrastructure and Assets group**. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure. Read on to find out more about the role



What you will do

In this role, you will:

- Be an experienced Civil Construction Contracts Engineer professional, providing expert assistance and guidance to our organisation.
- You will assist our Infrastructure and Assets teams to deliver our programs of work to a high standard and will support and advise our Construction and Infrastructure projects and Council procurement activities.
- You will be expected to provide subject matter Contracts Engineer expertise, industry knowledge, and procurement experience, and be capable of training and guiding staff across the organisation.
- You will have extensive previous Contract Engineer experience in the relevant Construction and Infrastructure fields.

Reports to	People Manager Major & Bid Programmes
Responsible for (total number of staff)	Nil
Delegation	\$0
Budget	\$0

Key responsibilities

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

- Civil Construction and Infrastructure RFX preparation using NZS3910 standards.
- In-depth NZS3910 Construction Contracts advice and guidance to staff
- Tender support and assistance for major projects
- Project negotiation.

- Tender evaluation skillset.
- Best Practice Contracts Engineer guidance and training to staff.
- Ensure procurement activities meet Hamilton City Council Procurement and All of Government (AOG) procurement expectations and guidelines.
- Ensure full compliance with HCC policy, legislative, audit and statutory requirements.
- Support best practice contract tender and evaluation cycles, from criteria definition, weighting, collation, review, appraisal, negotiation, selection, and supplier on-boarding, supported by effective communications.
- Maintain robust contract management practices, to support the monitoring and tracking of contract service levels enabling commercial performance.
- Delivery of agreed savings targets and support business productivity initiatives inherent in supplier arrangements.
- Continuously review opportunities for delivery of procurement best practice, leverage of supplier arrangements and contracts across the Civil Construction and Infrastructure Industry to deliver business efficiencies and enhance value for money.
- Build co-operation and overcome barriers to information sharing and communication across teams/units
- Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work.
- Encourage a culture of recognizing the value of collaboration.
- Resolve or escalate disputes arising in delivery of works promptly and in consultation with appropriate stakeholders.

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.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- Proven experience in Civil Construction and / or Infrastructure procurement / or engineering contracts management
- Sourcing and contract management ideally in a large programme/project engineering environment.
- A minimum of 8 years' experience in a Contracts Manager/Engineering role.
- CIPS membership and accreditation preferred.
- In depth working knowledge of NZS 3910 Construction Contracts (or equivalent)
- Demonstrated experience in leading go to market / full RFX cycles activity with the ability to effectively manage multiple projects at once.
- A professional who can work both collaboratively or independently as the role or tasks require
- Excellent stakeholder engagement and influencing skills to ensure the delivery of business outcomes.
- In depth knowledge and proven expertise in best practice commercial, engineering and procurement practices.

- Experience in developing relevant documentation such as procurement plans, evaluation plans, statements of requirement, procurement reports, MSQA guidelines and contracts engineer management plans.
- Exceptional oral and written communication skills, with the ability to develop material, clearly communicate technical and standards information and train staff.
- Demonstrated management and organisational skills and capacity to deliver high quality outcomes within agreed timeframes.

Health, safety and wellbeing

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

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.