

## **JOB DESCRIPTION**

<b>Position:</b>	Geotechnical Team Leader
<b>Location:</b>	Whakatane, Bay of Plenty (BoP)
<b>Reporting to:</b>	Geotechnical Director
<b>Contract Type:</b>	Permanent
<b>Hours of Work:</b>	Fulltime

### **Purpose**

To contribute to the success of EDC in achieving its business and strategic goals by delivering high quality office support to the business. This includes contributing to efficiency within the Bay of Plenty office ensuring provision of adequate support to the technical team enabling them to provide consistent levels of satisfaction, repeat business and opportunities for new business.

To work as part of a professional team, supervising staff and performing day to day geotechnical design. To provide quality advice and checking of other engineers and consultants' designs, as well as adopting best in-house design standards and engineering practices.

### **Key Tasks**

#### **1. Technical**

- Communicate and coordinate in a professional manner with other project stakeholders, to deliver successful project documentation and outcomes to required deadlines;
- Undertake the lead engineer role on significant projects;
- Provide best practice geotechnical and geo-environmental investigations and design in consultation with clients;
- Undertake and supervise slope stability analysis, including if required, tape and level surveys;
- Prepare clear concise, factual and interpretative reports, design, specifications, contracts and drawings;
- Review Geotechnical team reports prior to submitting them for review to the Geotechnical Director;
- Liaise with clients' design team (i.e. structural engineers, architects etc.) to provide the information they require;
- Provide appropriate design solutions (retaining walls, excavation, slope stability measures, dewatering, etc);
- Preparation of documentation packages;
- Complete monthly invoicing (BoP Geo team targets provided);
- To prepare fee proposals and engage with existing and prospective clients;
- Undertake site inspections as required.

## **2. Leadership and Staff Management**

- Provide leadership and build a team culture within the BoP Geotechnical team to ensure geotechnical staff work together to meet their KPIs;
- Manage BoP Geotechnical employee performance, workflow, work hours, etc in accordance with company Policy and Procedures (with support from People & Culture);
- Ensure that the BoP Geotechnical team follow company Policy and Procedure processes;
- Undertake BoP Geotechnical employee review process (6monthly) and provide ongoing constructive feedback throughout the year;
- Contribute to the development of technical capability of the BoP Geotechnical team including reviewing training and mentoring needs
- Assist with recruitment of Geotechnical staff, as and when, required
- Participate in Strategic Planning sessions as requested.

## **3. Quality**

- To ensure that all work undertaken, and behaviour exhibited is in accordance with appropriate professional and technical standards and in accordance with ENZ Code of Ethics and AS/NZS Standards;
- Ensure all work is appropriately designed, checked, published and distributed in accordance with EDC QA and IT policies.
- Maintain up to date knowledge of guidelines, technical standards, legislation and codes of practice relevant to Geotechnical Engineering practice in New Zealand.

## **4. Business Development**

- Client liaison, marketing and networking to ensure client satisfaction, repeat business and identification of new opportunities in the market;
- Promote the services of the company and specifically actively participate in obtaining geotechnical work for this section;
- Liaison with other discipline areas of the business to provide a total service solution to clients;
- Identify project risks for all tasks and address them properly.

## **5. Health & Safety**

- Ensure all projects have the appropriate documents completed and checked;
- Implement Safety in Design requirements in relevant designs.

## **6. General**

- Possible travel around New Zealand including visits to the Christchurch and Auckland offices as required;
- Any other duties the Employer may reasonably require the Employee to perform.

### **Direct Reports**

- Junior And Intermediate Geotechnical Engineers BoP.

### **Functional Relationships**

**Internal:** Directors, Engineering and Technical Staff, Administration Staff

**External:** Clients, Contractors and Suppliers

## Person Specification

### Qualifications and Experience:

- Minimum of 5 years professional experience in geotechnical engineering;
- Seismic experience would be advantageous;
- A tertiary qualification in geotechnical engineering;
- Experience in managing a team of engineering staff (desirable) or leading project teams.

### Skills:

- Excellent written and oral communication skills;
- Good working knowledge of computers and relevant technical software, e.g. Slide, CPeT-IT, CLiq;
- A track record in geotechnical engineering assessments and foundation design across a variety of projects;
- Wide range of experience in mapping, logging and investigations;
- Wide range of slope stability investigation and analysis experience;
- Knowledge of Contamination Investigation Guidelines.

### Personal Attributes:

- Ability to build and maintain relationships, both internally and externally;
- Aptitude to learn new tools / software as required;
- Desire to maintain professional knowledge through up skilling and on-going training and/or development;
- Excellent inter-personal skills to collaboratively work and contribute within the team on projects, self-motivated with the ability to work autonomously.
- Willingness to develop and extend leadership skills; including constructive feedback, coaching and mentoring.