



Position Description

Job Title: Project Engineer

Reporting to: Programme Manager

Location: Central Office, Wellington

This role provides engineering advice and support to ensure NZOSL projects are executed effectively and safely.

Key result areas and accountabilities

Engineering Services

- Actively contribute to the development of the NZOSL Asset Management plan.
- Working closely with Terminal Operations staff to achieve service outcomes, and ensure the services are delivered safely, on time, and within budget.
- Responsible for the planning and monitoring of assigned engineering projects with regular reporting on progress, budget, key milestones, and risk management.
- Responsible for contract management to ensure timely delivery and standards of performance meet the agreed outcomes.
- Liaise with, and manage resources directly involved in the delivery of the engineering project, ensure resources meet task needs, safety requirement, and are cost effective.
- Participate in project specific and site wide hazops, design and project safety reviews, significant HITRAs, taking responsibility for overall project safety and close out of all hazop actions.
- Monitor and report to Programme Manager on assigned engineering project performance and issues, with agreed actions being executed.
- Participate in or lead development of NZOSL standards, investigations, feasibility studies etc.
- Ensure all engineering services are compliant and regulations are met.

Project Management

Apply NZOSL's project management methodology to all assigned projects from end to end, ready for review and approval by key stakeholders, that include (but are not limited to):

- Clearly defined scopes of work developed, ready for stakeholder agreement.
- Development of project plans, including timeframes, milestones, resources, reporting, quality, safety standards, budget and implementation (including commissions plans)
- Risk identification process in place to manage, address and mitigate risks, including contingency planning.
- On approval from the Asset Portfolio Manager and key stakeholders, commence the project implementation
- Responsible for contract management to ensure timely delivery and standards of performance meet the agreed outcomes.
- Liaise with, and manage resources directly involved in the delivery of the engineering project, ensure resources meet task needs, safety requirement are met and are cost effective



- Actively managing and monitoring of project costs, to achieve the best commercial outcomes for NZOSL.
- Provide timely reports to the Programme Manager and key stakeholders as agreed in the project plan.
- With the Programme Manager, manage key relationships to ensure they are well informed across all aspects of the project and its progress.
- Oversee the commissioning of the project completion and provide a robust and thorough handover to the Terminal Operations team.
- Ensure completion of quality assurance and close out documentation.
- Conduct post project reviews and evaluation, providing report to Programme Manager within agreed timeframe from date of handover, as required.

Health, Safety, Security and Environmental

- Ensure the “zero harm” HSSE policy is applied consistently to all aspects of engineering work.
- Ensure all incidents are reported and investigated in accordance with NZOSL policy.
- Compliance with HSSE, quality and engineering standards and legislative requirements for all aspects of engineering works.
- Safety first orientation, unwilling to compromise on safety. Monitors and reports on all aspects of HSSE.
- Contributes to safety meetings with terminal staff, where appropriate.

Relationship Management

- Develop and maintain effective relationships with terminal operations and other key stakeholders, including statutory authorities where required.
- Work closely with Engineering Service providers to ensure execution and delivery of projects.
- Represent NZOSL interests through contact with shareholder representatives on engineering projects.

Delegated Authorities: Project specific

Person Profile

- Experienced Engineer with five years, preferable within the oil or related industry.
- Proven experience in programme or project management on a large scale.
- Successful experience in large-scale plant engineering and maintenance.
- Sound problem solving skills with a solution outcome focus.
- Outstanding relationship skills, ability to build trust and confidence.
- Achievement and result oriented, persistence and resilience to see the job through.
- Flexibility, versatility, and adaptability to handle several issues at the same time.
- High levels of personal integrity and trust.
- Self managing and motivated to succeed.
- Must be able to travel within New Zealand.

The following will be an advantage:

- Degree or NZCE level qualification in mechanical, electrical, or civil engineering.
- Experience in working in a major hazard facility.
- Familiarity with information technology and common engineering and maintenance software, including Microsoft suite and project planning software.
- Understanding of health, safety, environmental, and major hazard facility legislation.