

Job title: Project Engineer

Reporting to: Programme Manager

Location: Central Office, Wellington

This role is responsible for the development of and managing the assigned engineering projects (end to end) to achieve the agreed outcomes and services are delivered safety, on time and within budget.

Key Result Areas and Accountabilities

Engineering Services

- Actively contribute to the development of the NZOSL Asset Management plan.
- Responsible for the planning and monitoring of assigned engineering projects, 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 ownership for the overall project safety and close out of all hazop actions.
- Monitor and report on project performance (including 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 stakeholders, that include (but are not limited to):

- Clearly defined project scopes drafted ready for approval
- Develop project plans, including timeframes, milestones, resources, reporting, quality, safety standards, budget and implementation (includes commissions plans)
- Risk identification process in place to manage, address and mitigate risks, including contingency planning.
- On approval, commence the project implementation
- Responsible for contract management to ensure standards of performance and delivery meet the agreed outcomes.
- Liaise with, and manage resources directly involved in the delivery of the 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.
- Provide reports as agreed in the project plan.
- 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 handover to Terminal Operations.
- Ensure completion of quality assurance and close out documentation.

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Position Description

- Conduct post project reviews and evaluation with a report to Programme Manager within agreed timeframe.
 - Manage relationship with Engineering Service providers to ensure execution and delivery of projects.
 - Represent NZOSL interests through contact with shareholder representatives on engineering projects.
- Relationship Management**
- Develop and maintain effective relationships across NZOSL to ensure smooth and efficient delivery of outcomes.

Core Competencies & Proficiency Levels

Accountability (Dependability)	Level 2
Independently completes routine tasks and functions.	<ul style="list-style-type: none"> • Perseveres through various working conditions to ensure work/tasks and projects are completed fully. • Takes appropriate measures to address group/team's shortcomings to improve performance. • Provides work direction and appropriate feedback through multiple communication channels as deemed appropriate.
Decision Making & Problem Solving	Level 2
Applies discretion and multiple techniques to explore alternative decisions. Approaches decisions and problems in a systematic manner. Examines the multiple causes and effects of a problem to identify the root cause.	<ul style="list-style-type: none"> • Seeks additional information about a situation other than what has been given and consults available resources. • Demonstrates ability to break down problems into simple lists of tasks or activities. • Anticipates obstacles, considers the impact/consequence of decisions. • Seeks involvement from diverse perspectives. • Collects information using decision making tools to better understand issues, problems, and opportunities. • Monitors outcomes of decisions and addresses ambiguous problems with practical solutions. • Applies risk assessment methods to assess risk and reach decisions.
Relationship Management & Networking	Level 2
Builds and maintain various business relationships. Continuously seeks to expand network across boundaries in order to gain information.	<ul style="list-style-type: none"> • Engages in information exchange. • Creates and nurtures important work contacts. • Participates in networking and social events that are internal and external to the organisation. • Encourages others to exchange views to positively contribute the team in order to work collaboratively.

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Teamwork and Team Building	<ul style="list-style-type: none"> Level 2
Communicates with team, supports, and promotes team cooperation to have positive impact on team dynamics.	<ul style="list-style-type: none"> Follows through on commitments to team members. Shares critical information with team members on timely basis. Promotes team cooperation and reputation. Communicates expectations for teamwork and collaboration. Takes the time to learn and understand other team member's style of working. Aware of learning and Leadership styles and how best to use them. Promotes achievement of team goals and objectives.
Collaboration	Level 1
Demonstrates the ability to seek out other viewpoints and understands their own role and how it is connected to the organisation's goals.	<ul style="list-style-type: none"> Cooperates and communicates with peers. Understands their role on the team and how their responsibilities connect with others. Contributes to team decisions and proactively expresses personal perspectives in a constructive manner. Displays positive demeanor in interactions with others both on the team and cross-functionally. Works cross-functionally to achieve common goals and to support other team's/department's goals. Seeks out and integrates diverse or differing viewpoints. Ensures all group members or relevant colleagues have relevant and useful information. Does own share of the work and helps the group.
HSSE	Level 2
Reinforces HSSE practices by exemplifying the use of best practice in carrying out work.	<ul style="list-style-type: none"> Incorporates accident prevention measures in all activities. Promotes injury prevention by continuous monitoring of work processes. Attends safety training on a regular basis. Contributes to the development and implementation of effective risk management controls and contingencies. Demonstrates effective safety leadership and commitment to NZOSL's safety culture. Ensures all NZOSL HSSE requirements are complied with. Ensures incident reporting is undertaken in an effective and timely manner and escalation procedures are understood and followed.

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	<ul style="list-style-type: none"> Contributes to incident investigations, following standard investigation processes and methodology.
Leveraging Technology	Level 2
<p>Leverages on technology to communicate, research, and analyse data to accomplish operational objectives. Readily integrates technology into job tasks.</p>	<ul style="list-style-type: none"> Proactively learns how to use new versions and advanced features of application software. Proficient in using a wide range of software applications specific to one's job domain including NZOSL specific systems. Seeks opportunities to further proficiency in various new and existing software applications and technologies. Navigates change and quickly adapts to new or unfamiliar technologies. Uses technology to improve efficiency and productivity of their work. Identifies appropriate technology for completing specific tasks.
Project Management	Level 3
<p>Develops and initiates project plans and secures resources for projects which span work areas or departments.</p>	<ul style="list-style-type: none"> Plans, defines, and manages, measures, monitors and controls the project progress within a department or area. Manages necessary preventive actions, corrective action for successful integration of project. Implements an integrated change control plan to evaluate, authorise, and execute changes that arise from project team members, management, the environment, and other stakeholders. Uses estimating techniques and develops project risk management approaches. Effectively involves and communicates with various stakeholders / clients. Has an in-depth and practical understanding of how to maximize the effectiveness of project teams. Identifies complex issues that need escalation and proposes appropriate corrective actions.
Commissioning	Level 3
<p>Conceptualises engineering designs to ensure suitability for implementation. Develops commissioning strategies based on relevant project requirements.</p>	<ul style="list-style-type: none"> Reviews and analyses requirements to determine project feasibility. Develops proposal, including estimation of resource requirements and budgetary requirements. Develops commissioning strategies based on project requirements. Demonstrates expert knowledge and understanding in commissioning.

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Position Description

	<ul style="list-style-type: none"> • Reviews, monitors and manages required resources and costs. • Able to conceptualise designs based on required specifications, and propose suitable options for implementation considering cost effectiveness, resource availability and scheduling. • Negotiates with all parties including contractors on project costs. • Certifies power systems and subsystems.
Engineering Development & Practice	Level 3
<p>Drives and directs work ethics including overcoming challenges in development stages. Recommends appropriate engineering solutions to meet customer and business requirements.</p>	<ul style="list-style-type: none"> • Practices in an engineering field, in accordance with the relevant Engineer's Codes and Ethics, as a significant part of normal work duties. • Identifies opportunities to solve problems through applying engineering knowledge. • Develops engineering solution in identifying and proposing options to achieve engineering solutions which produces new concepts / design / solutions / methods. • Identifies professional risks, statutory responsibilities and liabilities not limited to constraints on potential engineering solutions. • Communicates effectively with others and develops and maintains trust and confidence of colleagues, partners and suppliers.

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