

ROLE DESCRIPTION

ROLE

Project Engineer (Transport) – Wellington

ROLE PURPOSE

The Project Engineer (Transport) role has a primary focus on transport engineering and project delivery within Wellington. The role is intended to strengthen the Wellington team's ability to deliver projects independently, build trusted client relationships and develop future project leadership capability across transport, civil and selected rail opportunities. The role represents Vitruvius professionally with client representatives and supports consistent, on-time, in-full and in-specification delivery that enables clients to meet their business expectations and KPIs.

This will include technical development, design, engineering, quality assurance, site surveys, related field work including MSQA, planning, progress reporting and implementation of planned work schedules. The role will contribute across multiple complex projects and lead or support project planning, coordination, client communication, risk management, commercial tracking and delivery reporting. The role requires a degree of independence to take ownership of defined workstreams and projects.

Above all, the Project Engineer (Transport) will lead by example on safety and quality through implementation of project safety plans, adherence to HSE legislation, codes and practices, and active participation in Vitruvius quality management, review and continuous improvement processes.

PURPOSE & VALUES

To be successful at Vitruvius and in this role, all employees must be aligned to and embrace our purpose and values so that we work as a collective towards a common purpose.

Our purpose: Projects that matter delivered by people who care

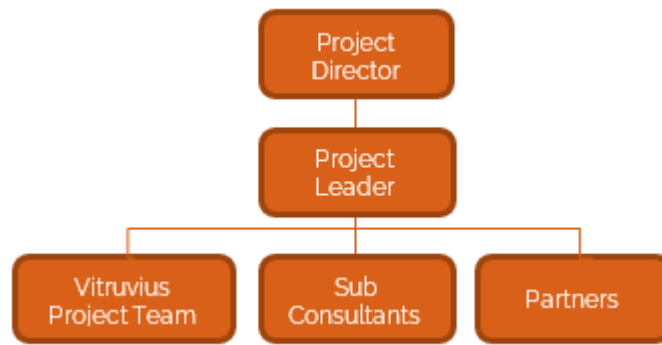
Our values, what we live by!



- Committed to connection
- Believe in bravery
- Continually improving
- Teamwork
- Enjoy the adventure

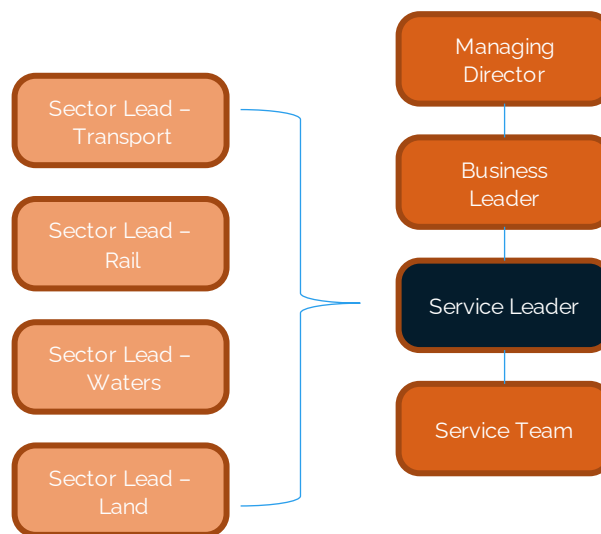
ORGANISATION CONTEXT

The nature of business that Vitruvius operates is to deliver client projects and we recognise that each project has different capabilities and requirements. For each project a project team is established which may be considered as a temporary organisation structure and can be illustrated below. The **Transport Project Engineer** will be assigned to a role within the Project Team which may include Project Engineer or Project Leader when working on client projects, please refer to the Project Team role descriptions. The quality of delivery is critical, and every project team member is expected to fulfil the quality responsibilities of their assigned role, including applying project requirements, completing required reviews/checks, maintaining records, and escalating quality issues where needed.



KEY RELATIONSHIPS

Line Manager:	Service Leader – Rail and Transport
Indirect Line Manager:	Wellington Business Leader
Responsible for:	n/a
Internal relationships:	All employees
External relationships:	Key Clients, Partnership Consultants, Service Providers, Third Party Contractors, Public



DIMENSIONS AND SCOPE

Contract Type:	Permanent full time
Location:	Wellington
Direct Reports:	n/a
Grade:	5/6 depending on capability and experience

KEY ACCOUNTABILITIES

1. HEALTH, SAFETY & WELLBEING

- Complete all HSW related training courses
- Take reasonable care for you own HSW
- Take reasonable care that their acts or omissions do not adversely affect the HSW of another person
- Comply, as far as the employee is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations
- Comply with all policies and/or procedures of the PCBU relating to HSW
- Employees have the right to refuse to undertake unsafe / dangerous work.
- Wear all PPE when required
- Utilise safety equipment, tools and resources when required
- Report hazards, risks, including faulty equipment, and take timely and appropriate action
- Engage with all HSW initiatives aimed at reducing harm
- Comply with any third-party HSW requirements

2. QUALITY & IMPROVEMENT

- Promote and support consistent application of the QMS within the role's area of responsibility.
- Monitor quality performance, identify risks/issues, and escalate or act as required.
- Support corrective actions, continuous improvement, and lessons learnt.
- Ensure relevant reviews, checks, approvals and records are completed.

3. TECHNICAL DELIVERY

- Deliver technical assessments, analysis and design outputs within own area of competence for transport, roads and highways, walking and cycling, and other transport infrastructure projects.
- Apply sound engineering judgement and contribute to practical, safe and buildable solutions that meet project requirements.
- Coordinate effectively with other disciplines to support integrated design outcomes and efficient project delivery.
- Participate in Safety in Design, risk identification, technical verification and quality assurance processes relevant to assigned work.
- Undertake site assessments, field investigations, construction monitoring and technical support activities as required to inform design and delivery.
- Prepare clear, accurate and fit-for-purpose technical documentation, drawings, reports, specifications and project records in line with client, project and organisational standards.
- Support Project Leaders by contributing to scopes, methodologies, programmes, estimates and offer of service documentation for single or multidisciplinary opportunities.
- Contribute to transport and civil opportunities across Wellington and the lower North Island, while also providing support to wider civil and rail projects where the role's skills and availability align with business needs.

4. PROJECT DELIVERY

- Contribute to the delivery of projects in line with agreed scope, programme, budget, risk and quality requirements. For appropriately sized commissions, take responsibility for running projects or defined project workstreams with suitable oversight and escalation.
- Plan and manage assigned work to meet project priorities, timeframes and changing delivery requirements.
- Monitor progress, communicate emerging issues early, and provide timely updates to support effective project control.
- Support project reporting, coordination, administration and cost tracking requirements relevant to the role and assigned responsibilities.
- Lead day-to-day project delivery activities including work planning, task allocation, programme follow-up, risk and issue management, quality checks, client updates and commercial tracking.
- Work effectively with colleagues, contractors and other delivery parties to support coordinated and efficient project execution.
- Provide construction phase support, monitoring or technical input as required by the project and delegated role, including MSQA roles.
- Support client communication and project meetings by preparing accurate information, raising risks and contributing to practical solutions.

5. RELATIONSHIP MANAGEMENT & TEAMWORK

- Build and maintain positive working relationships with clients, colleagues, contractors, regulators and project stakeholders. Develop trusted relationships with Wellington transport and infrastructure clients through responsive communication, sound judgement and reliable delivery.
- Communicate proactively and professionally with team members and clients regarding project progress, issues and opportunities.
- Confidently represent Vitruvius in client-facing settings, including project meetings, workshops, site discussions, delivery updates and commercial or scope conversations within delegated authority.
- Contribute to maintaining strong client relationships through reliable delivery and responsive service.
- Support business development activity by contributing to proposals, scopes, methodologies, programmes and estimates where required.
- Seek and provide constructive feedback to support individual and team performance.
- Work collaboratively across disciplines and offices to share knowledge and contribute to consistent technical outcomes.
- Contribute positively to team culture by demonstrating professionalism, inclusion, respect and accountability.

PERSONAL PROFILE AND SPECIFICATIONS

1. KNOWLEDGE AND EXPERIENCE

Essential	Desirable
• 5+ years' experience in transport and civil infrastructure • Experience delivering highways, road corridor, transport or civil infrastructure projects, particularly in urban environments • Understanding of the full project lifecycle, including design and construction phase delivery • Experience working within project teams and coordinating with multidisciplinary contributors • Demonstrated experience in client-facing project roles, including coordinating or running projects, managing project meetings and maintaining regular client communication • Able to operate independently, exercise sound judgement, escalate appropriately and take ownership of delivery outcomes • Excellent English written and oral communication skills	• Experience in construction management • Experience with walking and cycling, active modes, public transport priority, road safety or integrated corridor projects • Understands commercial aspects of projects, including scope, programme, budget, risk and change • Wellington region transport project experience and existing local authority, Waka Kotahi, or consultant / contractor relationships • Experience contributing to proposals, scopes, methodologies or estimates

2. EDUCATION, TRAINING AND TECHNICAL COMPETENCE

Essential	Desirable
• Technical degree in Civil Engineering, or equivalent relevant experience with a strong transport, highways or civil infrastructure focus • Project reporting and documentation experience • Understands responsibilities under HSE Act 2015 • Full Driver's License • High level of computer literacy, including Word, PowerPoint and Excel	• Knowledge of relevant transport design guidance, road safety principles, constructability, temporary traffic management interfaces or urban corridor design considerations • Competence in relevant modelling, design or documentation software • Certificate in HSE management • CAD navigation or sketching capability • Federated model management for multidisciplinary projects

3. BEHAVIOURAL COMPETENCE

Essential	Desirable
• High level of integrity • Excellent written and verbal communication • Able to work as part of a team and autonomously • Able to problem solve and act appropriately • Self-motivated and self-directed	• Confident, credible and pragmatic in client-facing situations, with the maturity to lead conversations, make recommendations and manage issues constructively • Able to manage pressure and conflicting priorities in work environments