

JOB DESCRIPTION

POSITION: Team Lead - Structures

LOCATION: Auckland

REPORTS TO: Director of Structural Engineering

DIRECT REPORTS: *Graduate Structural Engineer, Intermediate Structural Engineer*

FUNCTIONAL RELATIONSHIPS:

Internal - Directors, Blue Barn Team, Office Administration

External - Clients, Contractors, Local Body Authorities, Subconsultants.

PURPOSE OF THE POSITION:

All Blue Barn roles support the delivery of quality engineering consultancy services to clients in response to their requirements and work to foster and develop relationships so that clients wish to continue to use our services.

A Blue Barn Team Leader is responsible for planning, overseeing and leading projects from ideation through to completion.

This is a senior role and requires interaction with a range of internal and external stakeholders, most often managing several moving project parts simultaneously.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

RESPONSIBILITIES:

Project Management

1. Act as Project Manager on projects as assigned, ensuring that all deliverables meet client's key objectives.
2. Prepare project briefs, fee estimates and project plans for the group.
3. Provide leadership to project teams, ensuring that projects are completed on time, within budget and to the required quality to achieve the planned profit
4. Ensure projects achieve the planned profit in relation to the Business Plan, by managing the project financial control and profitability, invoicing, and reporting.
5. Manage own projects, including the provision of timely and clear reports to clients, preparation of invoices, and appropriate use of accounting, record, and quality management systems.
6. Regularly communicate with, and seek feedback from, clients and project teams, reflecting on the performance of oneself and the team and apply learning and improvement principles.
7. Coach and mentor project team members to maximise their enjoyment and ensure successful project outcomes.
8. Make sure that all work is undertaken in accordance with appropriate professional and technical standards and practices and apply Blue Barn Quality Assurance processes and standards as directed.
9. Plan and organise structural engineering tasks, coordinate and control activities including those of other groups to achieve technical quality, budget, programme, and client satisfaction.

Strategic

1. Proactively manage clients, understanding their present and future needs. Maintain regular contact with these clients, ensuring they remain satisfied with services provided.
2. Prepare and deliver pre-approved technical papers, for recognised journals or conferences.
3. Promote projects in which the individual has been involved with previously and which incorporate innovation to be considered for a nationally recognised award by peers or other organisations.
4. Assist in strategic and business planning within the business as requested and ensure marketing through client satisfaction.

Business Development

1. Proactively manage clients, understanding their present and future needs. Maintain regular contact with these clients, ensuring they remain satisfied with services provided.
2. Lead bids/proposals prepare project briefs, fee estimates and project plans for review as required within Blue Barn's QA policy.
3. Keep information confidential.
4. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organisations.
5. Enhance organisation reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

People Leadership

1. Assist the Director of Structural Engineering in establishing the standards for the business through their actions and behaviours.
2. Nurture, encourage and develop the staff of the business group to achieve their full potential.
3. Provide regular coaching and reviews with appointed mentees, planning for their development including training needs
4. Assist in providing an environment in which there is a simple and effective means of ensuring staff achieve a high level of job satisfaction.

Financial

1. Provide strategy leadership, ensuring that projects are completed on time, within budget and to the required quality to achieve the planned profit.
2. Ensure projects adhere to project financial control, invoicing, and reporting requirements.
3. Lead and execute all monthly invoicing in a timely manner.

General

1. Be accessible to support the group by answering all related project management questions from junior members of the teams.
2. Provide advice to the structural team on training requirements, resourcing, quality assurance and deliverables.
3. Ensure that personal contributions to projects are managed to meet time allocated, target completion and required standards.
4. Liaise with other sections of the consultancy business to provide a consistent total service to clients.
5. Contribute on an on-going basis toward maintaining a safe working environment both for self and for those working alongside or in the close vicinity.
6. To carry out all other tasks as may be reasonably required from time to time.

PERSON PROFILE:

Attributes

1. Achieve improved standards through emotional intelligence, integrity, consistency, trust, and a degree of determination.
2. Commercially driven with a strong business acumen
3. Strong analytical and solution focused.
4. Strong focus on contributing to a high standard of employee experience.
5. Ability to work calmly under pressure.
6. Exceptionally well organised and detail focused.
7. Ability to make sound decisions within tight timeframes.

Experience

1. Relevant Bachelor's degree or higher.
2. Minimum 7 - 10 years' experience.
3. Experience in managing a team is a good to have.
4. Ability to mentor a team.
5. Knowledge of drafting, interpreting, and evaluating specifications, drawings, plans, construction methods and procedures.
6. Up to date with relevant technical standards, legislation, and codes of practice.
7. CPEng in New Zealand