

SCHEDULE 2: POSITION DESCRIPTION

Job title	Licensed Cadastral Surveyor
Department	Survey
Reports to	National Survey Manager (Acting)
Date	August 2024

"At Landpro we have vision to be the best little environmental consultancy in the world. A vision that puts people and relationships first but never at the expense of expertise. A vision that seeks out innovative and ground-breaking solutions that achieve a commercial and environmental balance. A vision that demands we live our values everyday by being the best we can be, that we collaborate, that we're honest and that whilst we might be world class we will never be too big to care. Our purpose is to deliver better environments and better returns."

1. PURPOSE OF POSITION

You will be a key member of the surveying team responsible for the provision of surveying and engineering services to clients. You will undertake day to day surveying tasks as requested by the Survey Manager and provide key input into projects including liaising with clients, councils, and contractors.


Collaborating across departments (Surveying, Aerial, Environmental Science, Farm Environmental), and with external partners (Contractors, Councils and Clients) the Survey Team uses a strategic approach and project management disciplines to ensure all jobs are professionally managed and expectations are exceeded.

As a Licensed surveyor you will support the Regional Lead Surveying with both technical signoff, project management, and staff mentorship in good survey practice.

2. PURPOSE, VISION & VALUES

We have vision to be the best little environmental consultancy in the world. Our purpose is to deliver Better Environments and better Returns.

Our core values are



BE HONEST

Being honest is at the core of who we are. This means that ultimately, we do what we say we do. We are committed and dependable. We won't hide from giving advice that is right for our clients or telling people something that they may not want to hear. We will however do this with respect and integrity, and in return we gain the trust of the people who partner with us.



BE YOUR BEST

*Always pitch up.
Always give your best, even when it's hard.
Remember you are awesome.
Be prepared to listen and learn.
Be prepared to share and help.
Be prepared to try and fail.
Be prepared to succeed.
Most importantly, be yourself and remember to have fun.*



BE COLLABORATIVE

*We are a team. Our strength lies in working together.
We can't do it all on our own.
Relationships matter and remember that it is how you make people feel that counts.*

3. BUSINESS DRIVERS

Landpro is a growing company, size doesn't matter though - opportunities for our people do. Regardless of growth, keeping connected to our people and our partners (internal and external) and keeping at the forefront of conversation, innovation and technology is of critical important to us. We pride ourselves in cross pollinating ideas, products knowledge across the organisation which allows us to be the company that offers a solution. This is the way we strive to create profit for our people, and our partners.

Landpro continues to grow, both in size and in locations, as does the importance of a broad base of leadership. The Regional Lead roles for each service in each location play a significant role towards scaffolding for future growth.



**High Performance
PEOPLE**



**Outstanding
Experience for all
of our PARTNERS**



**Success Together
leads to PROFIT
and reward for all**



**PLANET: Balancing
Better
Environments,
Better Returns**

4. RELATIONSHIPS

KEY RELATIONSHIPS	TYPICAL NATURE OF CONTACT
Surveying Team	<ul style="list-style-type: none"> • Work collaboratively and share knowledge freely to empower and educate our clients, ourselves and Landpro staff • Undertake survey tasks to the agreed standard in a timely manner as prescribed by Surveyor Staff
Councils/Regulatory Agencies	<ul style="list-style-type: none"> • Facilitate enduring partnerships and relationships, understanding philosophy, principles and approach, in order to navigate changes and facilitate efficient and effective outcomes for clients
Clients	<ul style="list-style-type: none"> • Building positive relationships with clients and provide unbiased advice relevant to the clients needs and expectations • Relationships before business is our point of difference for clients - we care for our clients and their projects • Knowing our community sets us apart and connects us • Champion the Landpro product/service and explore broader solutions for mutually beneficial outcomes with clients/partners
Consultants/ Contractors	<ul style="list-style-type: none"> • Facilitate enduring partnerships and relationships with external/international partners, so as to deliver quality products/services on time and in a mutually beneficial way

5. AUTHORITIES

The position of Surveyor has no authorities.

6. KEY ACCOUNTABILITIES

The position of Surveyor encompasses the following major functions or key results areas:

ACCOUNTABILITY	PERFORMANCE INDICATOR
<p>Surveying – Data capture & document design</p> <ul style="list-style-type: none"> Ensuring that all plans, documents and surveys carried out are of a high quality, accurate, are factually correct and free of errors 	<ul style="list-style-type: none"> Ensure all data is captured to Landpro’s Survey Guidelines, is factually correct and free of errors, and is quality assured Field work is undertaken, and or allocated to field staff, in accordance with timeframes agreed with Surveyor and client Ensure all data is processed, and documents/surveys are prepared to Landpro’s Survey Guidelines, is factually correct and free of errors, and is quality assured Risks are adequately outlined & agreed to with clients/Survey Staff at the outset of project Documents and surveys meet the legal requirements of the Cadastral Survey Rules (2010), RMA, Local Government Act, Land Act and Crown Pastoral Land Act, as well as any other necessary legislation LINZ requisitions are minimised.
<p>Maintain the highest professional service to Clients & Partners</p> <ul style="list-style-type: none"> All tasks are carried out in a professional manner, reflecting the Landpro values and in the best interest of the client. 	<ul style="list-style-type: none"> Survey related jobs are prepared in a timely manner, without delay. The Client and Surveyor is made aware of job status, milestones and any delays at all times Communication with the client and Surveyor remains above expectations Repeat business occurs as a result of excellent service Client complaints are minimised – but if they occur, they are handled with input from one of the executive team Key business alliances are maintained with councils, clients and consultants
<p>Maintain consistent vigilance towards Health and Safety</p> <ul style="list-style-type: none"> Adhere to Landpro’s Health & Safety and Quality Plans and procedures, taking reasonable care of oneself and others who may be affected by ones actions. 	<ul style="list-style-type: none"> All legislative environmental and health and safety requirements are adhered to All Landpro Health & Safety and Quality Plan and Safe Work Procedures are followed All incidents are reported in a timely manner via Auditiz. Ensure all work sites have an active Health and Safety plan
<p>Maintain up to date administration & reporting</p> <ul style="list-style-type: none"> All tasks are carried out in accordance with company administration procedures. 	<ul style="list-style-type: none"> Keep clear, precise and factual notes and files Work presented to a consistently high standard Complete weekly timesheets via WorkFlow Max Undertake client invoicing All timesheets and other administration requirements are undertaken on a weekly basis, and client invoicing completed on a monthly basis
<p>Be a high involvement Team Member</p> <ul style="list-style-type: none"> Contribute to the evaluation and implementation of continuous 	<ul style="list-style-type: none"> Work collaboratively with other sections/units of Landpro towards organizational and Survey team outcomes Participate in the development of companywide initiatives and marketing

ACCOUNTABILITY	PERFORMANCE INDICATOR
<p>improvement processes for the company, Survey Team and self.</p>	<ul style="list-style-type: none"> • Attend fortnightly meetings with the survey team & bimonthly All staff meetings • Meet monthly with supervisor/management and/or senior staff to discuss performance, monitor progress and consider future requirements • Commit to developing an individual action plan and delivering on the agreed professional development plan with your manager biannually

7. SUCCESS PROFILE

KNOWLEDGE	EXPERIENCE
<p>A licensed Cadastral Surveyor</p> <p>Membership of NZIS, S+SNZ or other Professional Industry Group is preferable.</p> <p>Understanding of planning concepts and interpretation of regional and district plans</p> <p>Understanding of the Resource Management Act and all relevant legislation, including National Environmental Standards and National Policy statements relating to the provision of planning services for a wide variety of projects and clients.</p> <p>A New Zealand Drivers Licence.</p> <p>Authorisation to work in New Zealand (or New Zealand citizenship or residency).</p>	<p>5+ years' experience across a broad range of survey skills, (specifically: cadastral work, topographic surveys, Engineering design, plan drafting and 12d experience)</p> <p>Experience with Landonline, 12D, AutoCAD, Pix4D and Leica instruments</p> <p>An excellent understanding of regional and district council consent processes and associated legislation</p> <p>Experience liaising with clients around pricing and timelines</p> <p>Experience in managing your own projects and mentoring junior staff</p> <p>Experience in working with and/or consulting on large scale projects</p> <p>As confident working independently and solving problems on the fly as working collaboratively within a team</p> <p>Understanding of planning concepts and interpretation of regional and district plans</p>
PERSONAL STYLE	COMPETENCIES
<p>Collaborating: Working cooperatively with others to help a team or work group achieve its goals.</p> <p>Engagement Disposition: Demonstrating a willingness to invest one's time, talent, and best efforts in accomplishing organizational goals.</p> <p>Applied Reasoning: The ability to solve problems, identify trends and interrelationships between data and information, and effectively reason through complex challenges.</p> <p>Continuous Learning: Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.</p> <p>Initiating Action: Taking prompt action to accomplish work goals; taking action to achieve results beyond what is required; being proactive.</p> <p>Influencing: Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.</p> <p>Communication: Conveying information and ideas clearly and concisely to individuals or groups in an engaging manner that helps them understand and retain the message; listening actively to others.</p>	<p>Planning and Organizing: Establishing an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources.</p> <p>Building Customer Relationships: Ensuring that the customer's internal or external needs are met; building productive relationships with high-priority customers; taking accountability for customer satisfaction and loyalty; using appropriate interpersonal techniques to prevent and resolve escalated customer complaints and regain customer confidence.</p> <p>Adaptability Maintaining effectiveness when experiencing major changes in work responsibilities or environment (e.g., people, processes, structure, or culture); adjusting effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful.</p> <p>Driving for Results: Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.</p> <p>Broadening Business Value: Exploring customers' underlying issues and needs that suggest broader solutions; maximizing the productiveness of sales interactions by building on customer cues to gain commitment to products, services, and solutions; articulating and promoting a path forward.</p>

8. CHANGE TO JOB DESCRIPTION

From time to time, it may be necessary to consider changes in the Job Description in response to the changing nature or our work environment, including technological requirements. Such change may be initiated as necessary by the Executive Directors

Date:

Team Leader: _____

Date:

Employee: _____