



# **CPEng Expert Structural Assessors**

## Appointment process

August 2022

# Background

## Establishment of the Structural Triage Panel

The triage panel for structural CPEng reassessments was established in 2020 to:

- a. address concerns that were raised that the reassessment process was not providing adequate assurance of an engineer's competence to carry out complex or specialised work; and,
- b. streamline the reassessment process to ensure that they are completed in a timely and effective manner.

In 2020, representatives of SESOC, the Chair of the Competency Assessment Board (CAB) and Engineering New Zealand representatives agreed to piloting a triage approach of structural engineers who are going through the reassessment process. Terms of Reference for the panel were drafted and three experienced Practice Area Assessors were engaged to complete the pilot triage assessments. Following a successful pilot, the model was extended into a broader trial involving three additional triage assessors in 2021/22.

Now that the triage process has been well established and further refined, the Registration Authority through Engineering New Zealand would like to extend its **structural triage panel** of assessors to adequately cope with the current backlog and predicted future volumes of structural reassessments. In addition, a **structural specialist panel** of expert structural assessors will be formed to assess applications where specific risks have been identified.

As such, a more detailed appointment procedure for expert structural assessors is required. This will provide the industry with assurance that the correct people are selected for these positions, and their assessments are a true and trustworthy reflection of what is required of Structural CPEngs.

## Role of the Structural Triage Panel

The Structural Triage Panel was established to identify CPEng reassessment candidates who provide strong assurance of ongoing competence, or identify those who require a more detailed review of their current technical competence.

The recommendation from the panel, based on a desktop review of the candidate's portfolio, states whether the candidate:

- a. has provided strong assurance of ongoing competence and meets the minimum standard for continued registration; is still able to practice competently in their current practice area; and has taken reasonable steps to maintain the currency of their professional engineering knowledge and skills within their practice area as per the requirements of the CPEng Rules 2002; or,
- b. should be subject to a more detailed review of their current technical competence by a full assessment panel.

We'll also be appointing Expert Structural Assessors to a panel which will review applications where risks have been identified.

## Expert Structural Assessor Roles

Expert Structural Assessors can be appointed as Lead Assessors or Practice Area Assessors. These roles are described below.

### Lead assessors

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Consistent with the Rules, the Lead Assessor will be required to perform specific services at various stages of the assessment process.

#### EVALUATION

At the evaluation stage, the Lead Assessor will be required to:

- » review and assess portfolios of evidence;
- » manage the assessment process including an interactive assessment (typically online);
- » make valid and objective assessments of the information that candidates provide.

## RECOMMENDATION

At the recommendation stage, the Lead Assessor will be required to prepare a report to be tabled at the CAB meeting which sets out the panel's findings and recommendation on the candidate's registration (the Assessment Report).

The panel's recommendation to CAB should reflect the options available to the CAB under the Rules. The options for a reassessment are to confirm the continued registration, or to remove or suspend the registration. If the panel recommends approving registration, a term of registration (up to six years) must be indicated.

## Practice Area Assessors

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The Practice Area Assessor's primary role for the Structural Triage Panel is to provide an expert technical review of the candidate's application, specifically whether the engineer has:

- » a work history that aligns with their practice area
- » met the Core Skills requirements
- » met Practice Area specific requirements.

Practice Area Assessors agree to:

1. be objective in their assessments, basing their decisions on evidence presented
2. conduct assessments in compliance with the CPEng Rules
3. provide specialist advice to the Structural Triage Panel on matters specific to the candidate's practice area
4. co-operate with the Lead Assessor in completing assessments in a timely manner
5. contribute to the preparation of assessment recommendations to be submitted for presenting to the CAB
6. treat information pertaining to the assessment process as confidential
7. not discuss candidate-supplied information with anyone other than Engineering New Zealand staff, a CAB member or co-assessors
8. only contact referees for whom the candidate has given permission to be used as referees. If there's a need to contact a person not listed as a referee, seek the candidate's permission in written form prior to contacting the person
9. use information provided for assessment solely for the assessment and no other purpose
10. destroy or return candidate-supplied information after the completion of the assessment
11. make themselves unavailable as an assessor if they are the subject of a complaint, and advise Engineering New Zealand of availability once the matter is resolved.

## Remuneration of Expert Structural Assessors

Given the large volume of assessments that Expert Structural Assessors are asked to undertake, we've determined to contract them on an hourly basis, at a rate of \$120 per hour, up to a maximum of 2 hours per application. Volunteer Practice Area Assessors will continue to be used – at least initially – for first time CPEng assessments, as well as some reassessments where applications have not provided strong evidence of ongoing competence, but where no particular risks of a lack of competence have been identified.

# Expert Structural Assessor Appointment Process

## Tender process

The contracted positions will be advertised by email to members of the Structural Engineering Society New Zealand (SESOC). We'll also advertise the position(s) on Engineering New Zealand's website.

We'll send targeted emails as well as advertise on our website because these positions require experienced, respected structural engineers. We consider the best way to get the applicants with relevant experience is to advertise directly to SESOC members. However, in the interests of fairness and transparency, we'll also advertise publicly on our website. The advertisements of the positions on our website and in the targeted emails will include comprehensive role descriptions and instructions on how to apply.

Applications close on Friday 26 August 2022.

## Evaluation methodology

An evaluation team will be appointed. The team will be comprised of:

- » a SESOC representative
- » an experienced senior Lead Assessor
- » a CAB representative
- » a technical expert – Auckland based
- » a technical expert – Wellington based.

The Evaluation Team will review the applications and run a robust and fair evaluation process. They will agree on the recommended appointees, as well as whether they will be Lead Assessors, Practice Area Assessors, or both.

Once the Evaluation Team has agreed on their recommended appointees, they will make their recommendation to the CPEng Board. The Board will decide whether they accept the Evaluation Team's recommendations. If the Governing Board do not accept the Evaluation Team's recommendations, they must give reasons for this. If a recommended applicant is denied by the Board, the Evaluation Team will make a new recommendation. Once the Governing Board has approved the panel member(s), Engineering New Zealand will contact each of the panel members to confirm their appointment and discuss timeframes for induction and training.

## Evaluation team

Role	Name
SESOC Representative	TBC
Engineering New Zealand representative	David Bridges
CAB member	Matt Harris
Technical expert 1 (Auckland based)	TBC
Technical expert 2 (Wellington based)	TBC

## Evaluation criteria and weighting

Applications submitted for Expert Structural Assessor positions should be comprised of a detailed CV and a paragraph on the applicant's suitability for the role, along with two referees. Applicants will be screened to ensure they have not had any upheld disciplinary actions, and have no current complaints against them. Applications will be evaluated using the criteria and weighting below:

Criterion	Weighting
<b>Technical competence/experience</b>	
CPEng status in the structural practice field	30%
Recent and extensive experience in structural engineering	
Strong understanding of New Zealand building regulatory environment and the CPEng Act (2002)	
Ability to produce engineering work of a high standard	
Assessment/evaluation experience – this might be as a CPEng assessor, peer review, mentoring, academic assessment, recruitment etc.	
Practice area (ensuring diversity of practice area)	

<b>Criterion</b>	<b>Weighting</b>
<b>Personal characteristics</b>	
Professional and personable manner	
Excellent communicator who can listen, reflect and respond to concerns and communicate ideas	15%
Work effectively with others	
<b>Ethical behaviour</b>	
Will act impartially and objectively	
Understands and respects the Code of Ethical Conduct	25%
<b>Relationships</b>	
Has established relationships of trust and confidence with stakeholders	
Is acceptable to all stakeholders	30%
<b>Total weightings</b>	100%

## Evaluation team remuneration

The Evaluation Team will be remunerated at the same rate as that of Expert Structural Assessors at a rate of \$120 (Excl. GST) per hour.

## Probity management

It's essential that Engineering New Zealand and the Evaluation Team demonstrate ethics and integrity in the appointment process. This means:

- » acting fairly, impartially, and with integrity
- » being accountable and transparent
- » being trustworthy
- » managing conflicts of interest
- » protecting applicants' commercially sensitive and confidential information.

Probity in this procurement process will be managed by:

- » ensuring everyone involved in the process signs a confidentiality agreement and declares any actual, potential, or perceived conflict of interest
- » identifying and effectively managing any conflicts of interest
- » treating all applicants equally and fairly
- » applying the weighting and criteria set out in this plan
- » debriefing each applicant at the end of the process
- » publicising the tender to ensure everyone who is interested can apply
- » appointing an independent Evaluation Team
- » implementing a two-tiered approach to appointment – recommendation from Evaluation Team and approval by the CPEng Board.