

POSITION DESCRIPTION

Position: Cost Manager

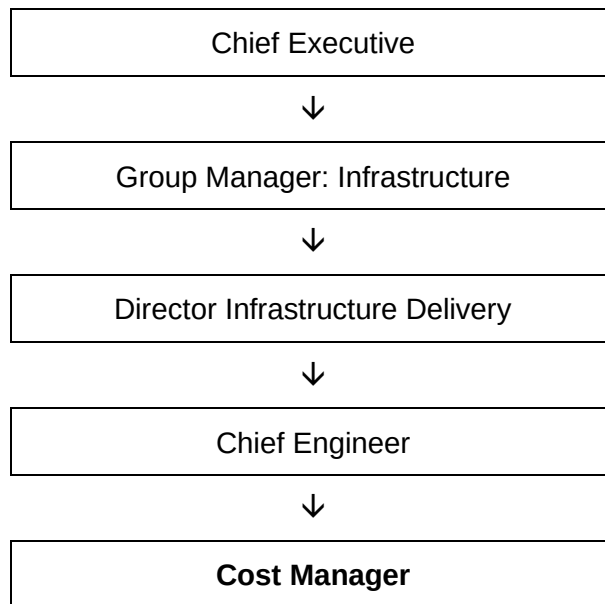
Team: Programme Delivery Office

Group: Infrastructure

Responsible To: Chief Engineer

Responsible For:

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters, Transportation, a Delivery Office and a professional services panel of consultants.

The purpose of this position is to play a crucial role in ensuring that our infrastructure construction projects are well managed, well costed as early as possible in their lifecycle, reported on, measured and tracked through construction. The role will be working closely with project managers, finance, procurement, controls and the wider infrastructure delivery team.

Following Cyclone Gabrielle, Council has a significant capital programme to deliver over the next 10 year period (2024-2034) and is developing a sustainable, best in practice delivery office within the Infrastructure Group.

The Cost Manager acts as a financial advisor and project control specialist, building an inventory of local pricing, understanding the local market to ultimately ensure that public funds are used responsibly, prudently and efficiently to deliver high-quality infrastructure while improving value, specifically responsibilities of the role will involve;

- **Financial Management**
- **Cost Management**
- **Project Management**
- **Relationship Management**
- **Reporting**
- **Continuous Improvement**

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Cost Planning and Forecasting:

- Developing and maintaining detailed cost plans for projects, including budgets, cash flow forecasts, and risk management strategies

Cost Estimation and Budget Management:

- Building an inventory of material and construction costs to aid the improved accuracy of programme and project cost estimations across the capital works programme.
- Supporting the operations and maintenance teams in assessing cost risks and opportunities.
- Ensuring that projects are delivered within allocated budgets, monitoring actual costs, and making adjustments as needed to prevent cost overruns.

Contract Administration:

- Involvement in the procurement process, preparing tender documents, reviewing and validating contractor claims, and offering advice on variations.

Value Management:

- Evaluating the cost-effectiveness of different design options and construction methods to optimize project value.
- Provide advice and feedback during design to allow optioneering and decisions to be made

Reporting and Communication:

- Preparing regular cost reports, communicating project progress to stakeholders, and managing disputes between clients and contractors.
- Understand project and programme costs through the effective use of financial modelling and cost analysis tools.
- Prepare comprehensive, robust and accurate monthly reports that include cost-to-date positions and forecast out-turn cost positions for all elements within the programme.
- Track cost against budget and versus progress. Work closely with the Programme Scheduler on this to monitor and analyse.

Site Visits:

- Monitoring the progress of construction projects on site, identifying potential cost issues, and ensuring that construction works are in line with the approved budget and contract.

Financial Management:

- Ensuring that project cost escalations are reported and that additional budget is requested and approved or balanced within the total budgeted expenditure.

Project Management:

- Inputting into programmes of work and project descriptions (Annual Plan and Long Term Plan) to the Capital Works Delivery Team.
- Working with project teams (consultants, contractors and internal staff) to improve cost accuracy and management.

Relationship Management

- Undertaking performance and development reviews in accordance with Council's policies and ensuring that performance issues and training needs are identified and addressed.

- Communicating issues of importance to managers especially when there are political, financial or relationship implications.
- Maintaining good working relationships with internal staff and external agencies.

Important Functional Relationships

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
• Customers, ratepayers and the public • Iwi • Other TLA's • HB Regional Council • Professional Institutions (EngNZ, RICs etc.) • Consultants, Contractors & Suppliers • Central Government • NIFF/ CIP	• Councillors • Mayor • Chief Executive • Accountants and Finance team • Procurement team • Risk Office • Group Managers: • Planning and Regulatory Services, Corporate, Asset Management Group, Strategy and Development • Planning and Consents Staff • Project Managers	• Council • Risk & Assurance Committee • Operations and Monitoring Committee • Strategy and Policy Committee • Civic & Administration Sub-committee • District Development Sub-committee • Eco District Subcommittee

Person Specification

Qualifications

- A Bachelor's degree in Quantity Surveying, Construct Management, Construction Economics, Engineering or a related field is preferred.
- A New Zealand Diploma in Quantity Surveying as a minimum.
- Membership with either NZIQS (New Zealand Institute of Quantity Surveyors) OR RICS (Royal Institution of Chartered Surveyors).

Knowledge/Experience

Knowledge

- Construction Methods & Materials – Strong understanding of building techniques, materials, and construction processes.
- NZ Building Codes & Regulations – Familiarity with local compliance, health and safety standards, and legal frameworks.
- Cost Estimation & Budgeting – Proficiency in preparing accurate cost plans, feasibility studies, and financial forecasts.
- Contract Law & Procurement – Knowledge of NZS 3910 and other standard forms of contract; experience with tendering and procurement strategies.
- Project Management Principles – Understanding of project lifecycles, scheduling, and risk management.
- Software Proficiency – Experience with tools like CostX, Buildsoft, MS Project, and Excel.

Experience

- 3–5 Years of Relevant Experience – In quantity surveying, cost management, or a related construction finance role.
- End-to-End Project Involvement – From feasibility and design through to construction and final account.
- Client & Stakeholder Engagement – Proven ability to liaise with clients, contractors, consultants, and suppliers.
- Tendering & Contract Administration – Experience preparing tender documents, evaluating bids, and managing contract claims and variations.
- Reporting & Documentation – Skilled in preparing cost reports, cash flow forecasts, and progress claims.
- Effective communication skills and possess competencies in negotiating and interacting successfully with a variety of stakeholders.

Key Personal Competencies

- **Cost Estimation & Budgeting** – Skilled in preparing accurate cost plans, feasibility studies, and financial forecasts to support informed decision-making and project viability.
- **Contract Administration & Procurement** – Experienced in managing NZS3910 and other standard contracts, overseeing tendering processes, evaluating bids, and administering variations and claims.

- **Construction Law & Regulations** – Strong understanding of New Zealand building codes, health and safety standards, and legal frameworks governing infrastructure delivery.
- **Project Management** – Familiar with project lifecycles, scheduling, risk management, and coordination across multidisciplinary teams.
- **Analytical Thinking & Problem Solving** – Able to interpret complex data, identify risks, and develop practical solutions that balance cost, quality, and delivery.
- **Strong Numeracy & IT Skills** – Proficient in financial systems and tools such as CostX, Buildsoft, Excel, and MS Project, with a sharp eye for detail.
- **Communication & Negotiation Skills** – Clear communicator with the ability to influence, negotiate, and build strong relationships with stakeholders at all levels.
- **Attention to Detail** – Meticulous in financial tracking, documentation, and reporting to ensure accuracy and accountability.
- **Strategic Thinking** – Capable of aligning cost strategies with long-term infrastructure goals and funding frameworks.
- **Big Picture Perspective** – Understands how individual projects fit into broader community outcomes and Council priorities.
- **Innovative Mindset** – Open to new ideas, technologies, and approaches that improve value and delivery efficiency.
- **Process Improvement Focus** – Continuously seeks opportunities to refine systems, tools, and workflows.
- **Decisive & Results-Oriented** – Proactive, organised, and focused on achieving measurable outcomes.
- **Accountable** – Takes ownership of responsibilities and delivers with integrity and transparency.
- **Community Commitment** – Dedicated to delivering infrastructure that enhances wellbeing and sustainability for Hastings residents.
- **Customer-Oriented** – Promotes a service-focused culture, ensuring stakeholder needs are understood and met.
- **Relationship Builder** – Builds trust and respect across teams, with Councillors, ratepayers, suppliers, and service providers.

Personal Attributes

- **Community-Focused**
Genuinely committed to delivering infrastructure solutions that enhance the wellbeing, safety, and sustainability of the Hastings community.
- **Integrity and Accountability**
Acts with honesty, transparency, and responsibility in all professional dealings. Upholds the public trust and demonstrates ethical leadership.
- **Cultural Awareness and Inclusivity**
Respects and values the diverse cultures within the Hastings District, including a strong understanding of and engagement with tangata whenua and Te Tiriti o Waitangi principles.
- **Environmental Stewardship**
Demonstrates a personal commitment to sustainability and environmental protection in engineering practices and decision-making.
- **Collaborative and Respectful**
Builds strong, respectful relationships across teams, with stakeholders, and with the community. Listens actively and values others' perspectives.
- **Resilient and Adaptable**
Maintains focus and effectiveness in a dynamic environment. Embraces change and responds constructively to challenges and uncertainty.

- **Innovative and Future-Oriented**

Brings a forward-thinking mindset, seeking out new ideas and technologies to improve infrastructure outcomes and future-proof Council assets.

- **Professional Excellence**

Strives for high standards in all aspects of work. Leads by example and fosters a culture of continuous improvement and learning.