

POSITION DESCRIPTION

Position: **PRINCIPAL PROJECT MANAGER**

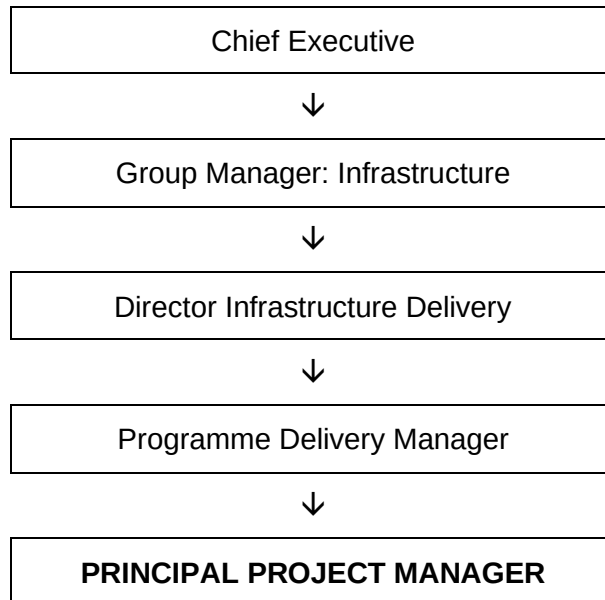
Team: Programme Delivery Office

Group: Infrastructure

Responsible To: Programme Delivery Manager

Responsible For: Nil

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 Programme Delivery Office and a professional services panel of consultants.

This role will sit within the 3 Waters team leading a variety of large scale and complex projects within this discipline.

The 3 Waters team has a large capital programme of works and a number of strategic initiatives underway which would benefit from the addition of an experienced and capable leader who can drive delivery across the works programme. The role could include responsibility for delivery of some of Council's most significant projects such as the East Clive Wastewater Treatment Plant (WWTP) upgrade and renewals programme. This project also includes the development of a long term (100+ years) strategy for the future of wastewater management within Hastings.

The Principal Project Manager will be responsible for the successful delivery of complex projects, through to completion in a complex environment. The purpose of this position is to manage delivery of complex projects, to ultimately support the delivery of the wider capital programme of works to achieve Council and Community outcomes in a manner that creates an enduring relationship through:

- Sound Project / Contract Management
- Robust Financial Management
- Risk Awareness and Mitigation
- Communicating and Engaging with Stakeholders
- Strong Relationship Management
- Technical Leadership and Support

The role may be required to;

- Lead a team made up of employees and contractor / consultant resources to successfully deliver projects through to completion, within scope, time and budget.
- Manage resource requirements and professional services agreements and construction contracts to oversee terms and conditions are adhered to, contractual obligations are met.
- Collaborate across HDC to ensure that projects are integrated into other Council programmes of work.
- Lead engagement and stakeholder management activities across a broad range of internal (Councillors) and external (businesses, community groups, mana whenua) stakeholders to deliver a successful solution.
- Support reporting of project activities and outcomes that may include governance reporting and presentations.

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:

Leadership

- Lead and facilitate a way of working within the team that builds a constructive and collaborative environment where different thinking and ideas are encouraged.
- Champion a culture that is focused on effective relationships and engagement with both internal and external stakeholders and broader communities.
- Lead a high performing team (of contractors and employees) that have complementary skills and experience that can be utilised for the delivery of smart and innovative outcomes and enhance the overall capability of the team and personal development is valued.
- Provide work direction to Project Engineers, Senior Programme Coordinators and contractor and consultant resources all of which should have complimentary skills and experience that can be utilised to achieve the delivery of smart and innovative outcomes contributing to the objectives of the project.
- Build trusting relationships with team members by having courageous conversations when facing difficult situations.
- Maintain high levels of staff motivation and teamwork with a focus on service standards, value for money, and continuous improvement.
- Demonstrate leadership behaviours that reflect our shared values and positively role model behaviours and management practices consistent with those values.

Contract Management

- Challenge and test the findings of the contractors / consultants – to be a smart client.
- Manage projects and contracts to ensure delivery on time, within budget and to the required standard.
- Ensure contract risks are identified, monitored and managed in accordance with industry standard best practice.
- Develop, review and improve designs, drawings and contract documents.
- Take a lead role in managing delivery of contracts by:
 - Managing the consultant and contractors to ensure delivery to appropriate quality standards and agreed timeframes.
 - Establishing effective relationships and partnerships between Council, Consultant, Contractor and the Community.
 - Ensuring standards in HDC Engineering CoP are being met.
- Leading high standards of contract management practices.
- Have oversight of the full contracts and consultant register within your remit for the project ensuring that all work is delivered within designated parameters (scope, time and budget) and there is no risk to the project as a result of contractors or consultants.

- Ensure compliance with the legislative requirements.

Project Management

- Develop comprehensive and complimentary baseline project plans and schedules for the projects to monitor project objectives against.
- Understand and anticipate risks and issues and propose appropriate mitigation solutions that works for businesses and Council projects. This could include:
 - Proactively using the project teams and construction partners to meet customer needs are met.
 - Anticipating customer perspectives to inform decision-making.
 - Supporting project and site managers to trouble-shoot issues, ensure site customer experience is consistently well-managed, implements solutions and escalates issues as required.
 - Demonstrate resilience in responding to complaints, and proactively identify and troubleshoot issues and concerns which impact customer experience.
- Forecast, coordinate and manage resources and teams required to deliver projects and raise variations accordingly where there are like to be resource constraints.
- Manage, monitor and coordinate several work streams concurrently to ensure a project's outcomes achieved.
- Ensure project reporting is fit for purpose and accurately reporting key deliverables, risks, and issues to the Leadership Team and Governance.
- Regularly review and report on progress for all assigned projects including financial, timeliness, and quantity & quality outputs, escalating any deviations or issues in a timely manner.
- Establish systems/methods for organising project documentation and artefacts to provide project history, audit trail and future reference

Financial Management

- Identify efficiencies and simplified procedures to assist HDC deliver their objectives cost effectively.
- Manage projects and contracts for which the position is responsible within Council's approved budgets.
- Liaise with Asset Managers regarding funding, timeframes, and technical issues.
- Manage the project budget objectives to maintain the integrity of the financial elements while ensuring that outcomes are affordable and value for money.
- Apply commercial acumen and rigour to spend across the project ensuring that required results are delivered within the allocated budget.
- Prepare expenditure plans and forecasts. Ensure that project cashflows are prepared based on project objectives with basis of the cashflow clearly documented.
- Have oversight of the budget status ensuring that budget and cash flow is monitored and reported accurately. Identify variances and take corrective actions by developing alternatives within budget.
- Create and monitor baselines to identify variances and take corrective actions. This includes establishing and tracking early warning triggers to escalate when higher delegations or decisions are required.

Relationship Management

- Communicate issues of importance to managers especially when there are political, financial or relationship implications.
- Develop and maintain effective working relationships with internal staff and external agencies.
- Respond professionally and with courtesy to customers' enquiries.
- Build strong working relationships with consultants, contractors, network utility providers,

community groups, relevant industry organisations, ratepayers, retailers, user groups.

- Manage and implement consultation with key internal and external stakeholders as appropriate for project investigation, design and construction.
- Capture and report on projects progress to enable storytelling and communication of outcomes.
- Through engagement and collaboration, build strong effective relationships with a diverse group of internal and external stakeholders to ensure focus, direction and delivery of the project.
- Contribute to the development and maintenance of a strategic communications plan for the projects.
- Identify the needs of new and existing internal and external customers or stakeholders and develop strategies to address them.
- Initiate and manage strategic partnerships with external infrastructure owners and operators and other project partners to achieve successful project deliver

Technical Support and Contract Management

- Provide professional and technical advice to officers, working groups, committees of Council, external organisations, professional individuals, regulators, developers and the community.
- Provide technical advice in the development of solutions to problems and procure specialist advice when required.
- Provide technical advice and assist the operations team with aspects such as maintenance programmes, network operations and design input and quality control.
- Liaise with team members and provide advice in the development and assessment of:
 - Sub-divisional proposals to determine likely implication on the 3 waters network and to set sub-divisional standards.
 - Council's Engineering Code of Practice.
 - 3 Waters Strategies, Policies, Plans and Bylaws.

Important Functional Relationships

External

TLAs/Regional Councils
Service Providers
Contractors
Consultants
HB Tourism
Ratepayers
Schools
Developers

Internal

Professional Service
Providers - Engineering
Other Council staff
Asset Management staff
Manager's PAs
Business Unit Managers and staff

Committees/Groups

Works Committee
Other Committees
Rural Community Board
Sub-committees
Council Working Parties
Council Workshops
Council Project Teams
Cycling Group
Community Groups
Emergency Management

Person Specification

Qualifications

- Relevant Bachelor level degree or similar qualifications.

Knowledge/Experience

Number of months/years experience required for this role: 10 to 15 years

10 to 15 years relevant Civil Engineering experience. Local authority experience would be advantageous. In particular the position holder should have experience in:

- Liaising and consulting with the public, retailers, consultants, contractors, utility service providers, local authorities, developers, professional service providers
- Programming of civil engineering projects
- Project management
- Contract Management
- Working knowledge of quality systems and processes
- Customer service

Key Personal Competencies

- Ability to communicate in written and oral form and to effectively consult and negotiate with industry, stakeholders and the public.
- Ability to analyse situations and issues and make clear decisions and judgements on actions to be taken.
- Leadership skills/competency.
- Time management.
- Technical skills and knowledge.
- Proven communication, interpersonal and negotiating skills.
Ability to work with and achieve credibility with the public, elected members and other staff

Personal Attributes

- Commitment to a high standard of performance, integrity, honesty and trustworthiness.
- Professional in approach, accept accountability for self and the teams decisions.
- Able to organise work efficiently and effectively to a high standard.
- Strategic perspective.
- Team oriented, able to delegate, lead in a co-operative manner.
- Diplomacy and tact.
- Sound social/technical judgement.
- Well presented