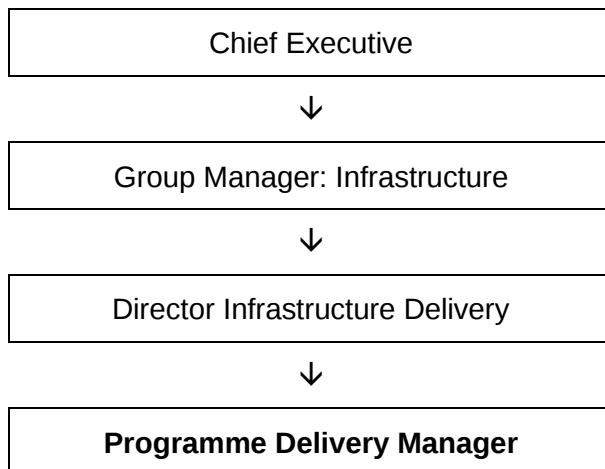


POSITION DESCRIPTION

Position:	Programme Delivery Manager
Team:	Programme Delivery Office
Group:	Infrastructure
Responsible To:	Director Infrastructure Delivery
Responsible For:	Two to four direct reports, multiple consultant reports
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 ensure that capital works programmes are delivered. Your team will provide effective programme and project co-ordination, along with management of any risks or issues that arise. You will lead the delivery of the programme in alignment with HDC's project management, procurement and asset management policies and strategies.

You will be responsible for leading internal teams, consultants and contractors who will be delivering the capital works programme through the complete programme delivery lifecycle, which means applying the full suite of project management disciplines, from vision, scope and requirements to status reporting, implementation and risk management. You'll also effectively manage stakeholders, including HDC staff across multiple teams, Professional Services providers and Contractors through the provision of support, guidance and insight.

This role supports the Council's long-term infrastructure goals by fostering innovation, enhancing engineering capability, and ensuring alignment with regulatory requirements and best practice.

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 **Programme Delivery Manager** is a leadership role within the Infrastructure Group, responsible for successfully delivering specific programmes and projects within Hastings District Council's capital works programme.

Key responsibilities of the role include;

- Providing programme leadership across the Transport and/ or 3 Waters capital programme.
- To work collaboratively with colleagues across the Group to ensure a consistent approach to activities such as project management and capital delivery.
- To actively monitor, manage, mitigate and report as appropriate risks associated with the infrastructure capital programme.
- Oversee the planning, design, and delivery of complex infrastructure projects, ensuring alignment with Council's strategic objectives.
- Support procurement, contract/ contractor management, and consultant/contractor engagement processes.
- To coordinate with and provide supportive leadership across the Group around capital programme planning, capital delivery and the integration of capital programmes with infrastructure planning, operations and maintenance.
- To accurately monitor and report on all relevant capital programme works within your remit.
- Manage the finances of the projects within the programme including cost estimates, cost control, cashflow, forecasting and recovery from external funders.
- Champion innovation, sustainability, and resilience in infrastructure design and delivery.
- Mentor and develop staff, fostering a culture of excellence and continuous improvement.
- Ensure compliance with all relevant legislation, regulations, and industry standards.

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

- Provide high-level technical direction and strategic input across the Infrastructure Group, ensuring engineering and programme decisions align with Council's long-term goals and community outcomes.
- Provides the highest level of leadership to staff, consultants and construction contractors in Council's procurement of services to deliver work programmes.

Pre Construction and Design Management

- Review and offer advice on project designs, ensuring they are practical, cost-effective, and aligned with project objectives. While looking for opportunities to improve the system in which we operate and design to.
- Assess and mitigate constructability issues, ensuring designs are buildable within constraints.

Capital Programme Delivery – Transport and /or 3 Waters

- Lead and support the planning, design, and execution of capital projects in transport, water supply, wastewater, and stormwater. Ensure projects are delivered on time, within budget, and to required standards.

Project and contract management

- Develop and maintain a forward works programme for projects within the programme being delivered.
- Managing projects to ensure delivery on time, within budget and to the required standards and best practice for project management.
- Lead, direct and support project teams (consultants, contractors and staff).
- Take a lead role in managing the delivery of projects by:
 - Managing the consultant and contractors to ensure delivery to appropriate quality standards and agreed timeframes.
 - Establish effective relationships and partnerships between Council, Consultant, Contractor and the Community
 - Ensuring standards in HDC Engineering CoP are being met.
 - Support the development of strategies and policies to improve the project management of transportation project delivery.
 - Planning, programming and co-ordination of projects including the preparation of technical reports and recommendations.
 - Organising tender documents, assisting with the evaluation of tenders and administration of contracts.
 - Monitoring the performance of service providers, consultants and contractors to ensure services are delivered to agreed quality standards, budgets and timeframes.

Stakeholder and Partner Engagement

- Collaborate with internal teams, external consultants, contractors, iwi, and regional/national agencies to ensure effective communication, coordination, and partnership in project delivery.
- Develop and maintain effective relationships and communication with other Programme

Managers within the Group and the rest of the Council to foster collaborative leadership.

Financial, Risk Management and Compliance

- Identify and manage technical risks associated with infrastructure projects. Ensure all activities comply with relevant legislation, regulations, and Council policies.
- Build, monitor and maintain process/consumable models to enable accurate setting of KPIs and future budgets.
- Review budgets monthly and provide detailed commentary on any budget variations and corrective action taken and/or necessary.
- Managing capital expenditure within approved budgets.
- Ensuring that project cost escalations are reported and ensuring any additional budget requirement is available, approved and accounted for.
- Assisting and liaising with the Asset Manager regarding funding, budget, timeframes and technical issues.

Innovation and Sustainability

- Promote and integrate innovative engineering solutions and sustainable practices into infrastructure planning and delivery, supporting climate resilience and environmental stewardship.

Mentorship and Capability Building

- Provide guidance, coaching, and professional development opportunities to engineering and project delivery staff, fostering a high-performing and future-ready team.

Asset Management Support

- Contribute technical expertise to the development and maintenance of asset management plans, ensuring infrastructure investments are informed by robust lifecycle analysis and performance data.
- Inputting into programmes of work and project descriptions (Annual Plan and Long Term Plan) to the Capital Works Delivery Team.

Relationship Management

- Maintaining sustainable relationships with a variety of internal and external stakeholders and ensure that they are all kept informed on progress in responding to relevant issues, seeking their contributions and validation of information as appropriate.
- Influencing using a collaborative and collegial approach
- Able to obtain information from stakeholders under urgency, and in an environment of competing demands.
- Providing constructive feedback on others work and fostering a collaborative and transparent working style.

Technical

- Provide technical leadership and inputs relevant to the programme within your remit.
- Be an active safety leader, engaging with the relevant teams delivering projects within your programme (including but not limited to.. attending contractor toolboxes/ meeting, visit sites and undertaking safety interactions and partaking in safety in design workshops)

Important Functional Relationships

External

- Customers, ratepayers and the public
- Iwi
- Other TLA's
- HB Regional Council
- Professional Institutions (EngNZ, etc.)
- Consultants, Contractors & Suppliers
- Central Government
- NIFF/ CIP

Internal

- 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

Committees/Groups

- 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

- Bachelor's degree in Civil Engineering, Project Management, Construction Management or related discipline (Master's preferred) with 10 years experience.
- Membership to Engineering NZ, Society of Construction Contract Practitioners (SCCP)
- PMP or similar certification

Knowledge/Experience

- **Extensive Engineering Expertise**
In-depth knowledge of civil engineering principles, particularly in the areas of transport, water supply, wastewater, or stormwater infrastructure.
- **Project and Programme Delivery**
Proven experience in leading the delivery of complex capital works programmes, including planning, design, procurement, construction, and commissioning phases.
- **Regulatory and Legislative Knowledge**
Strong understanding of New Zealand's infrastructure-related legislation, standards, and regulatory frameworks (e.g., Local Government Act, Resource Management Act, NZS standards).
- **Stakeholder Engagement and Relationship Management**
Demonstrated ability to build and maintain effective relationships with internal teams, iwi, contractors, consultants, and regional/national agencies.
- **Risk and Quality Management**
Experience in identifying and managing technical risks, and implementing quality assurance systems to ensure project integrity and compliance.
- **Innovation and Sustainability**
Familiarity with emerging technologies, sustainable engineering practices, and climate-resilient infrastructure design.
- **Leadership and Mentoring**
Experience in leading multidisciplinary teams, mentoring junior engineers, and fostering a culture of continuous improvement and professional development.
- **Financial and Contract Management**
Competence in managing project budgets, cost estimation, and contract administration, including NZS3910 and other standard forms of contract.
- Experience in construction management on large scale projects and/or programmes (at least \$10M individual projects).

Key Personal Competencies

- **Strategic Thinking**
Able to see the big picture, align engineering decisions with long-term Council goals, and anticipate future infrastructure needs and challenges.
- **Leadership and Influence**
Inspires confidence and respect through expertise and integrity. Capable of leading multidisciplinary teams and influencing outcomes across the organisation and with external partners.
- **Problem Solving and Decision Making**
Applies sound judgment and analytical thinking to solve complex engineering and project delivery challenges, balancing technical, financial, and community considerations.
- **Communication and Interpersonal Skills**
Communicates complex technical information clearly and effectively to a range of

audiences, including elected members, stakeholders, and the public. Builds strong, respectful relationships.

- **Collaboration and Teamwork**
Works effectively across teams, disciplines, and organisations. Encourages a collaborative culture and values diverse perspectives.
- **Adaptability and Resilience**
Remains effective under pressure, adapts to changing priorities, and maintains focus on outcomes in a dynamic environment.
- **Innovation and Continuous Improvement**
Seeks out new ideas, technologies, and methods to improve infrastructure outcomes. Encourages a culture of learning and innovation.

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.