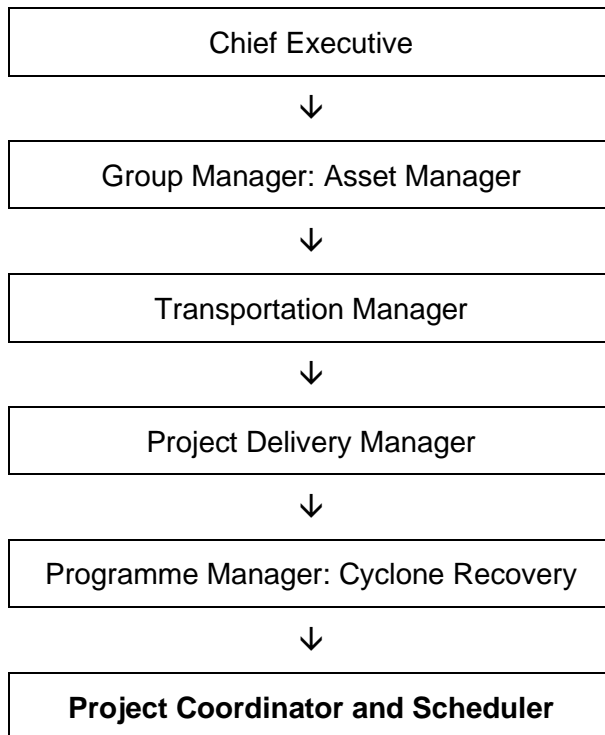


POSITION DESCRIPTION

Position: Project Coordinator and Scheduler
Team: Transportation
Group: Asset Management
Responsible To: Programme Manager: Cyclone Recovery
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 Maori. 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 Asset Management Group. The Group includes Transportation, Waste and Data Services, Cemeteries & Crematorium, Public Spaces & Building Assets, 3 Waters and a panel of professional consultants.

While this position reports within the Transportation team, the role will be across Capital Delivery within Council.

The purpose of this position is the ongoing development, both in terms of strategic direction and day-to-day management, of the Hastings District Council long term delivery programme/s in conjunction with input from the Hastings District Council Programme Delivery Leads, Asset Managers and Panellists through:

- **Programme Schedule Management**
- **Financial Management**
- **Relationship Management**
- **Technical Support**

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:

Programme Schedule Management

- Support the delivery team with:
 - maintaining the long-term delivery programmes from Asset Managers and Budget Owners and delivery team members
 - strategic programme overview and compiling reports to HDC Senior Management
 - audits and health checks
 - the co-ordination of long-term programming of work with Authorities and external services providers including identifying opportunities to achieve improved outcome and alignment.
- Monitor and analyse progress, identify key risks, issues and opportunities and establish current situation with forecasting trends.
- Identify and report to the delivery managers of cross-project interdependencies.
- Provide monthly updates to Management of progress on delivery of the various programmes.

Financial Management

- Monitor financial data between HDC's financial system and the programme budget forecast and work with the relevant internal and external team members to resolve discrepancies.
- Monitor delivery programmes' budgets through analysing Panellists' project schedules and budget forecasts on at least a monthly basis, applying controls such as:
 - Budgeted Cost for Work Scheduled (BCWS) - the budgets for all activities planned to be completed.
 - Actual Cost of Work Performed (ACWP) - the actual costs of the work charged against the completed activities.
 - Budgeted Cost of Work Performed (BCWP) - the planned costs of the work allocated to the completed activities.
- Provide monthly updates to Management of financial status on the various programmes.
- Manage and update financial management of claims and reporting to council's funding partners

Relationship Management

- Support the delivery team to enable the proactive and effective management and delivery of the programme and develop strong working relationships with internal and external delivery team members.
- Ability to work with others to ensure the strategic objectives of the programme are achieved.
- Respond professionally and respectfully with courtesy in all interactions.
- Build strong working relationships with consultants, network utility providers and relevant industry organisations.

Technical Support

- Provide support to the panel delivery teams in the use of project management software.
- Provide programme advice to officers, working groups, external organisations and panel members.
- Provide technical advice in the development of long-term programmes.

Important Functional Relationships

External

Panellists/ Consultants
Contractors
NZTA
Government Departments
TLAs/Regional Councils
Service Providers
Crown Infrastructure

Internal

Group Managers
Section Managers of other
groups
Other Council staff
Asset Management staff
Manager's PAs
Business Unit Managers and
staff
Professional Services Panel
members

Committees/Groups

Council Project Teams

Person Specification

Qualifications

- Qualification and/or certification in Project Scheduling (e.g. PMI Scheduling Professional - PMI-SP) would be advantageous.
- Qualification and/or certification in Project Management (e.g. APM, PMP or PRINCE2) would be advantageous.

Knowledge/Experience

- You will have 5+ years' experience in a similar role working with scheduling software.
- Local authority experience would be advantageous.

The position holder should have:

- A solid understanding of Project Management
- Experience in establishing and reporting Earned Value Management Processes
- Demonstrable expert skills in MS Project, Excel and Word, or similar
- Experience in planning and scheduling infrastructure projects.
- The ability to present reports to management and engineering leads.

Key Personal Competencies

- Ability to balance programmes to meet community and user needs whilst accommodating constraints.
- 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.
- Ability to interpret, analyse and report data in a compelling way that supports programme optimisation.
- Ability to find creative solutions to complex problems.
- Flexible and responsive to unexpected issues
- The ability to keep projects on track after variances / interruptions.
- Excellent time management and organisational skills
- Strong awareness of modern scheduling/programming systems, processes and technologies

Personal Attributes

- Commitment to a high standard of performance, integrity, honesty and trustworthiness.
- Professional in approach, accept accountability for self and the team's 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.