

POSITION DESCRIPTION

Position: Project Manager

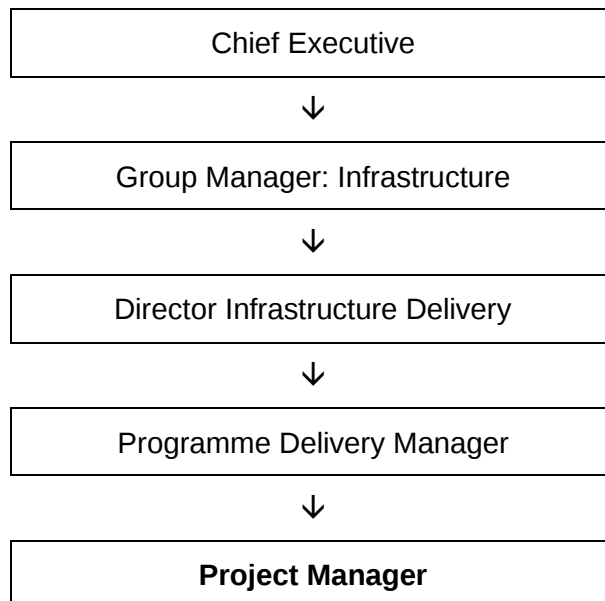
Team: Programme Delivery Office

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 Delivery Office and a professional services panel of consultants.

The purpose of this position is to manage delivery of projects within the Infrastructure Group, 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

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:

Project / Contract Management

- Manage projects and contracts to ensure delivery on time, within budget and to the required standard.
- Ensure project risks are identified, monitored and managed in accordance with industry standard best practice.
- Develop, review and improve designs, drawings and contract documents.
- Lead, direct and support project teams (consultants, contractors and staff).
- Take a lead role in managing delivery of projects and 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 project and contract management practices.
- Ensure compliance with the legislative requirements, inclusive of NZTA Standards.
- Prepare and present reports to Council and Management.
- Implement measures and initiatives to ensure continuous improvement and development.
- Report on projects / contract to inform delivery programme.

Financial Management

- Manage project / contract budgets.
- 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 and NZTA approved budgets.
- Liaise with Asset Managers regarding funding, timeframes, and technical issues.

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.

Technical Support and Contract Management

- Provide professional and technical advice to officers, working groups, committees of Council, external organisations, professional individuals, regulators, NZTA, Police, schools, 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 renewals, reseal programme, AWPT, 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 transport network and to set sub-divisional standards.
 - Council's Engineering Code of Practice.
 - Transportation Strategies, Policies, Plans and Bylaws.

Important Functional Relationships

External

NZTA
TLAs/Regional Councils
Service Providers
Police

Internal

Professional Service
Providers - Engineering
Other Council staff
Asset Management staff

Committees/Groups

Works Committee
Other Committees
Rural Community Board
Sub-committees

Transport Industry
Kiwi Rail
Contractors/Consultants
Cycling Advocates
HB Tourism
Ratepayers
Schools

Manager's PAs
Business Unit Managers and
staff

Council Working Parties
Council Workshops
Council Project Teams
Cycling Group
Community Groups
Emergency Management

Person Specification

Qualifications

- Relevant bachelor level degree or similar qualifications such as a Diploma in Civil Engineering and/ or Project Management.

Knowledge/Experience

Number of months/ years experience required for this role: 5 to 10 years

Graduate to 5 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