

POSITION DESCRIPTION

Position: Project Manager Recovery Bridges

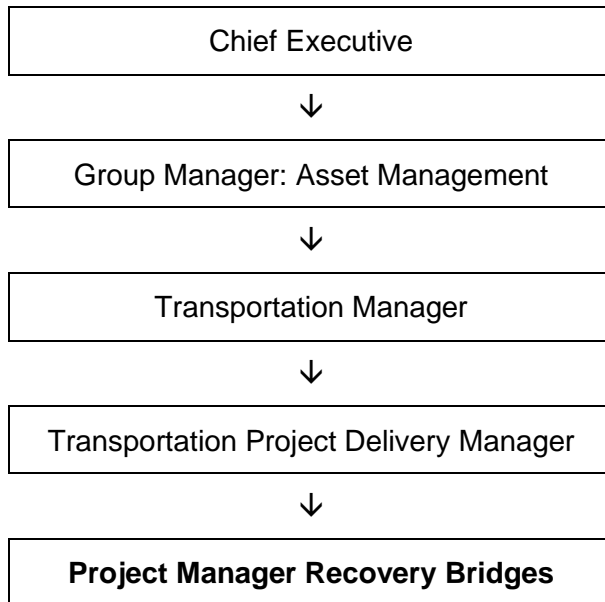
Team: Transportation

Group: Asset Management

Responsible To: Transportation Project 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 Tahī - 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 & Data Services, Public Spaces & Building Assets, District Cemeteries & Crematorium, 3 Waters and a panel of professional services consultants

The purpose of this position is to manage the Hastings District Council recovery programme across the bridge asset portfolio in terms of replacement and repair of structures. This includes the management of consultant project managers delivering the design and contract procurement for up to 19 bridge replacements and 60 repair structures covering planning, optioneering, business case proposals, design, procurement strategy and MSQA services. This is achieved by:

- **Manage the available resources across the bridge recovery effort and provide leadership, project management and technical inputs to meet and deliver the requirements of the programme**
- **Optimizing the programme to give the best delivery for the overall bridge recovery portfolio**
- **Project and contract management**
- **Financial management**
- **Relationship management**

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:

- **Managing the recovery programme across the across the bridge asset portfolio in terms of replacement and / or repair of structures, including:**
 - the development of project options and feasibility reports
 - develop the delivery programme and financial requirements
 - work collaboratively with all stakeholders to successful achieve delivery of the programme.
 - budgets and other financial controls
 - deliver business case requirements.

- **Technical**
 - Ensure compliance with legislative requirements, inclusive of NZTA Rules.
 - Providing technical assistance to New Zealand Transport Agency Auditors in technical and procedural audits.
 - Providing technical advice in development of solutions to problems and procurement of specialist advice when required.
 - Providing professional and technical advice to officers, working groups, committees of Council, external organisations, professional individuals, NZTA, Police, schools, developers and the community.
 - Completing all work in line with Council's technical standards, policies and procedures.
 - Developing and implementing business cases.

- **Programming**
 - Input to the bridge forecasting tool and bridge network GIS mapping and asset management systems including data collection, collation and input (RAMM and GIS).
 - Taking a sustainable development approach to the planning and delivery of the bridge recovery programme.

- **Operations management of structural assets**
 - Managing the bridge contract works from a works programme, pricing and HBRC consenting perspective.
 - Maintain oversight of the annual bridge inspection programme and prioritisation of identified issues working with the consultant and contractor to achieve best outcome for bridge asset.
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- **Project and contract management**
 - Develop and maintain a forward works programme for structural replacement & repairs and related budgets.
 - Managing projects to ensure delivery on time, within budget and to the required

standards and best practice for project management.

- Ensure project risks are identified, monitored and managed in accordance with industry standard best practice.
- 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.

- **Financial Management**

- Managing bridge recovery operational and 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.
- Prepare budgets and provide details to Contractors.

- **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 respectfully 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.

Important Functional Relationships

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
Waka Kotahi (NZTA)	Professional Services Panel	Council
Government Departments	HDC Staff	Committees
Regional Councils		Rural Community
Other TLAs Service		Board Council
Providers		Working Parties
Contractors		Community
Consultants		Groups Local
Solicitors		Interest Groups
Accountants		Council Project
Rate Payers		Teams
Community Groups		

Person Specification

Qualifications

- Relevant bachelor level degree in Civil/Structural Engineering or similar
- Project Management qualification, eg APM / PMP.

Knowledge/Experience

- Competence in relevant technical fields of civil/structural engineering.
- Minimum of 15 years of relevant civil/structural engineering programme experience in delivering bridge projects.
- Liaising and consulting with the public, retailers, consultants, utility service providers, local authorities, developers, professional service providers
- Project management
- Design management
- Procurement management
- Contract management
- Financial management
- Personal management
- Customer service
- Providing technical advice
- Working knowledge of statutes relevant to the delivery of works provided by the Council
- Experience with NZTA policies and procedures
- Effective written and oral communication skills

Key Personal Competencies

- Ability to balance projects 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.
- 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.