

## POSITION DESCRIPTION

**Position:** TRANSPORTATION PROJECT MANAGER

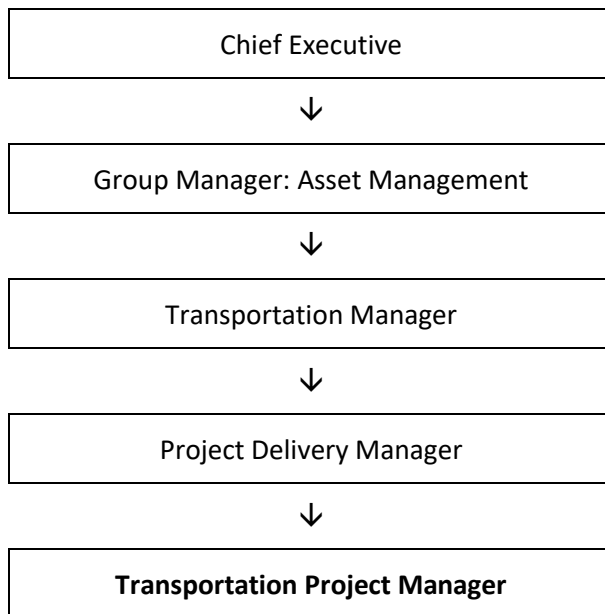
**Team:** Transportation

**Group:** Asset Management

**Responsible To:** 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 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, 3 Waters, Waste and Data Services, Cemetery & Crematorium, Public Spaces & Building Assets and a Professional Services Panel of Consultants.

The purpose of this position is to manage delivery of projects within the Transportation Team by supporting the delivery of the programme of works to meet the needs of HDC, Consultants and Contractors in a manner that creates an enduring relationship by:

- **Project 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:**

**Project 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 and contractors).
- Ensure compliance with the legislative requirements, inclusive of NZTA Rules.
- Report on projects to inform Transport delivery programme.

**Financial Management**

- Manage project budgets.
- 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.
- Respond professionally and with courtesy to customers' enquiries.
- Build strong working relationships with consultants, contractors, community groups, ratepayers & user groups.
- Manage and implement consultation with key internal and external stakeholders as appropriate for project investigation, design and construction.

**Technical Support**

- Provide programme advice to officers, working groups, external organisations, professional individuals and developers.

**Important Functional Relationships**

External

TLAs/Regional Councils  
Service Providers  
Contractors/Consultants  
Ratepayers  
School Principals  
Professional Services Panel members

Internal

Section Managers of other groups  
Other Council staff  
Asset Management staff  
Manager's PAs  
Business Unit Managers and staff

## Person Specification

### Qualifications

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

### Knowledge/Experience

A minimum of 5-7 years relevant Civil Engineering experience. Local authority experience would be advantageous. In particular the position holder should have experience in:

- Understanding of all aspects of Project Management
- Programming of civil engineering projects
- Project management
- Financial Management
- Contract Management
- Working knowledge of quality systems and processes
- Working knowledge of statutes relevant to the delivery of works provided by the Council

### 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 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 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.