



Position Description

Position Title: Project Manager

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: The Project Manager leads and delivers Council projects and programme components from planning through to completion, ensuring work is well managed, financially controlled, and aligned with Council priorities and community outcomes. The role oversees procurement, supplier and contract management, risk and quality assurance, documentation, and reporting, while coordinating internal teams, iwi partners, stakeholders, and governance. Strong communication and collaboration are central to achieving high quality outcomes on time and within budget.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Actively manage stand-alone projects and projects that are within programmes of works, ensuring effective management, task planning and delivery.
- Manage external suppliers (consultants and contractors) to ensure Council's policy requirements are met and deliverables meet expectations.
- Manage procurement processes, including sourcing, negotiation, and contract management.
- Coordinate and communicate with internal staff with regards to their programme inputs and outputs.
- Maintain project documentation to ensure it is up-to-date, clear and understandable by others.
- Actively monitor and manage relevant budgets and expenditure.
- Engage effectively and collaboratively with Council's iwi partners and key stakeholders.
- Meet regularly with the Executive Leadership Team to report project progress.
- Co-present programme updates to Council's elected members.
- Prepare high-quality formal reports to Council and external funding agencies when required.
- Provide regular project updates to nominated staff and stakeholders.
- Support the development of effective project communications for external purposes.
- Contribute to the identification and minimisation of project risks and compliance issues.
- Ensure appropriate quality assurance systems and processes are implemented and applied.
- Communicate effectively in both written and verbal form, using a personal tone and manner consistent with building a "best employer" and "client of choice" work environment.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Relevant tertiary qualification or equivalent experience (Engineering or Project Management)
- Ability to scope and develop projects to a high standard.
- Champion safety in all aspects of planning, design, and construction
- Ability to identify possible risks and put steps into place to mitigate appropriately.
- Able to manage multiple project teams.
- Experience in managing procurement processes, including sourcing, negotiation, and contract management.
- Demonstrated success in management and coordination of engineering design across multi-disciplines and gateways.
- Experience in managing contracts within the civil engineering industry and a sound understanding of NZS3910 and NZS3916
- Successful track record of working with diverse stakeholders to develop solutions.
- Ability to identify Health and Safety concerns on site and seek rectification of processes or the assistance of others to ensure high levels of safety are maintained.
- High level of computer skills - Microsoft office, project, teams and project management software
- A collaborative and team focussed approach to project development.
- Excellent relationship management skills

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Experience managing complex projects across a range of activities.
- Strong background in facilitating group processes and workshops – guiding and managing outcomes.

Commented [EP1]: This is already in Required section

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines

Operations Delivery Manager



PMO Team Leader



Project Manager

Additional Information

Delegations

Number of people reporting to the role	0
Financial delegation	\$100,000
Contract delegation	\$100,000
Statutory delegation	As per Councils statutory delegations register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

Approved: _____ (Manager/Supervisor) _____ Date: _____

Agreed: _____ (Staff Member) _____ Date: _____