

JOB DESCRIPTION



Position:	Project Manager Infrastructure
Held by:	vacant
Reports to:	General Manager Infrastructure
Date:	February 2018
Hours of Work:	Full time, 8.30am until 5.00pm, Monday to Friday. Additional hours may be required from time to time attending meetings or meeting project deadlines.

Purpose of position

The infrastructure team of the Gore District Council is principally responsible for managing core infrastructure and related services. The services include the supply of high-quality water, roading and the efficient and environmentally friendly collection and treatment of wastewater.

The Project Manager to be a key part of the infrastructure delivery construction management team. Working on water, wastewater and roading projects on various scales, expert engineering and project management services will be highly valued. The Project Manager will manage the financial, time, quality aspects of the projects throughout their life cycle with a significant focus on health and safety and customer satisfaction.

The Council is in the midst of an unprecedented capital works programme, with a number of “once in a generation” projects being advanced.

Key tasks

This position description is a broad outline of the roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the General Manager Infrastructure to accommodate the operational needs of the infrastructure team and the organisation.

The key tasks of the position include:

- The development of integrated infrastructure project management plans.
- The effective implementation of these project management plans to deliver infrastructure programmes and projects.

- Effective monitoring, analysis and regular reporting on implementation of these plans.
- Contribute to the development and management of construction contracts.
- Ensure all consultancy and physical works procurement is advertised and evaluated in accordance with policy and procedures.
- Managing the procurement and delivery of projects for water, wastewater and roading.
- Managing the design and contract documents by utilising the internal Council team.
- Managing consent approvals, utilising the internal strategy and planning, environmental and consents team.
- Managing the site supervision by using an internal team or external consultants.
- Managing the construction, commissioning, handover, and closeout of projects.
- Undertaking and managing site audit inspections focusing on H&S and environmental.
- Maintaining a strong customer service focus and close consultation with planning, and service delivery (Operations) teams.
- Delivering technical and specialist professional programmes and services to ensure programmes meet quality, time, cost requirements.
- Ensure all council policy, legislative and contractual obligations are met.
- Ensure the effective monitoring, analysis and regular reporting on performance against contracts and the project management framework.
- Identify opportunities for the collection and validation of asset data.
- Assist in asset management processes and workshops as required.

Customer service objectives

- Strive to meet the philosophy of the infrastructure team at all times – *Quality in everything we do.*
- Respond promptly to delegated requests for service, complaints and comments from the public on activities which the position is responsible for in a manner that is friendly, courteous and non-bureaucratic.
- Provide well researched, timely and accurate responses to Asset Managers as required.
- Exhibit a professional manner that presents the Council in good light at all times.

Health, safety and wellbeing

- The Council's health and safety plan, policies and procedures are adhered to at all times enabling a safe and hazard free work environment for all staff, contractors and members of the public.
- Contractors are compliant with Council safety expectations and the Council's health and safety plan.
- Monitor and report on health and safety compliance across infrastructure construction sites.

Organisational contribution

- Contribute to special projects as required.
- Participate in Civil Defence emergency events and training as required.
- Contribute to innovation by improving work processes and systems.

Functional relationships

Building effective relationships is important in all roles. This role has particular internal and external relationships as detailed below.

Internal	External
<ul style="list-style-type: none">• General Manager Infrastructure• 3 Waters Asset Manager and other members of the 3 Waters team• Transport Manager• All staff of the organisation	<ul style="list-style-type: none">• Ratepayers and members of the public• Elected members• Southland Regional Council• Other local authorities• Contractors and consultants

Personal specification

The minimum requirements for this role are:

- Relevant degree or Diploma with five to ten years experience. Working towards Engineering NZ registration is encouraged.
- Proven oral and written communication skills.
- Relevant experience and knowledge of project management frameworks, systems and practices.
- A good understanding of contract documentation is required, ie general conditions, special conditions, insurances, specifications, etc.
- A strong commitment to health and safety.
- A current and clean full New Zealand drivers licence.

Also desirable, but not essential is:

- Experience in delivering local authority infrastructure projects or experience in the water/wastewater industry.
- A good knowledge of NZ Specifications and procedures associated with local authority infrastructure is required.
- Prince 2 or PMP qualification.

Personal attributes

- Be effective in developing and nurturing professional relationships.
- The ability to oversee and manage the delivery of multiple projects at the same time.
- Communicate information in a way that increases understanding of issues and builds positive relationships with groups in a timely manner.
- Proven interpersonal and communication skills.
- Financial and budget management skills.
- Be responsible for own decisions and actions.
- Possess an ability to work independently and within group environments.
- Be self-motivated and conduct oneself with drive and initiative.
- Willing to share knowledge and expertise with others.
- Possess a good level of computer literacy, including spreadsheets, databases and word processing programmes.

- A high level of commitment to health and safety in all respects of the infrastructure networks.
- Be exemplary in planning, organising, communicating and managing workloads and resources to achieve position requirements and meet deadlines.
- Possesses a willingness to pursue continued improvement.
- Be a positive, proactive and valued member of the infrastructure team.
- Liaise effectively and efficiently with the public and all Council staff.
- Be genuinely committed to providing a high level of customer service.
- Have a well presented and professional image with an ability to maintain professionalism in a public environment.
- Be productive, end result orientated and have an inquisitive mind.
- Display flexibility and be able to re-prioritise and re-organise work as necessary.
- Show mental agility and the ability to think laterally.
- Have a tolerance for ambiguity and change, and a willingness to embrace it.
- Demonstrate a sense of humour and not take oneself too seriously.
- Be pragmatic and practical while showing conceptual thinking. Considers a wide range of options and possibilities.

Confidentiality

The employee, during the time of employment and after termination of employment, will keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff, customers or clients of the Gore District Council or other confidential matters with which the Council may have been involved.

Property

Following termination of employment, the employee shall deliver to the Gore District Council all materials, papers, documents, uniforms and any other property of the Gore District Council before a final pay will be settled.

KiwiSaver

If not already a member, the successful employee will be automatically enrolled into KiwiSaver upon commencement of the position. The Council makes an employer contribution of either 3% or 4% to any approved KiwiSaver scheme.

Civil Defence

To take part in Civil Defence training programmes and exercises in order that the employee is able to assist effectively in a civil defence emergency.

Other

An individual employment agreement will be entered into with the successful applicant.

Appropriate and relevant training and professional development will be provided.

The Gore District Council offers a collegial and flexible working environment, which includes an emphasis on training, development and an accent on humour.

There are good support systems in place for ensuring the successful candidate becomes proficient as quickly as possible.