

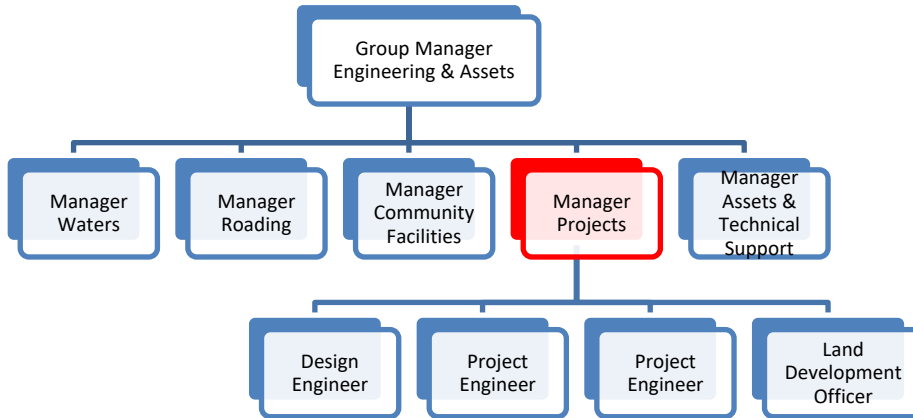
Job Description

MANAGER PROJECTS



GROUP: Engineering & Assets
MANAGER: Group Manager Engineering & Assets
STRATEGIC PAY GRADE: 19
ROLE TYPE: Permanent Fulltime

WHERE YOU'LL FIT



WHO YOU'LL BE WORKING ALONGSIDE

Internal	External
Engineering & Assets Group Other Council staff Elected Members	Key stakeholders Ōtorohanga Community Consultants Government Departments Other Councils

HOW YOU'LL BE MAKING A DIFFERENCE

Your purpose is to:

- Lead the strategic planning, financial and operational management of project delivery to ensure Council's major Engineering and Assets Group projects (capex and opex) are efficiently and successfully delivered within agreed timescales, budget and customer expectations.

WHAT YOU'LL BE BRINGING WITH YOU WITH YOU

Formal qualifications:

- A relevant qualification so you have a good handle on the technical aspects of engineering and assets projects, and what it takes to ensure projects are delivered on time and to budget

Skills & experience – you will have:

- Broad knowledge of project management principles and evidence that you have applied these successfully to infrastructure projects
- Worked successfully with design engineers, roading managers, and water managers to earn their respect and confidence in your abilities
- Analytical skills required to make sense of complexity

OUR TEAM

As part of the Ōtorohanga District Council team, you'll be helping us to be a recognised leader in creating a district that prides itself on economic excellence, local participation and sustainable communities.

Our vision is:

"To be the best small rural Council in NZ"

We achieve our vision through behaving in ways that demonstrate our values.

Our values are:

- Be Kind*** – nurture relationships
- Be Innovative*** – think differently
- Be Accountable*** – make an impact

You will be playing an integral role in our efficient, effective, customer-focused organisation.

- Political nous and sound judgement to apply the ‘front page of the paper’ test to appropriately assess the level of public and political interest or risk in the projects you are leading
- Strong people skills, even when your patience and tolerance is tested
- Led teams that are inspired, motivated and energised to do their best work
- Experience in writing and presenting high quality reports for / to decision makers
- Experience in writing, evaluating and managing The New Standard Construction Contracts: NZS3910, 3916 and 3917
- Sound knowledge and experience in procurement practices

Ways of working – you will be able to:

- Put a smile on your face and bring energy and enthusiasm to work, even when your world is in chaos
- Own your work including the times when you could’ve or should’ve done it differently
- Listen more than you talk
- Explain legal jargon and technical info without trying to impress with big words or lengthy documents
- Juggle a million balls at once, and not drop any of the glass ones
- Deal with the issues that are screaming at you while keeping an eye to the future
- Deliver projects from scratch with little scope, using initiative to fill in the gaps
- Work cross-functionally to build collaborative relationships with other groups within council

WHAT YOU’LL BE DOING

FOCUS AREAS	EXPECTED OUTCOMES
1. Service Delivery	<ul style="list-style-type: none"> • The vision and strategic plan for Council’s major projects is developed and led effectively so the team and broader Group know it and understand it • Practices, templates, policies, and tools are established to expand and mature internal project management capabilities • Projects are analysed prior to getting the green light to ensure the scope will meet the desired outcomes • Completed projects are reviewed and evaluated to determine if the project produced the required deliverables, within the specified constraints of time and cost, to achieve the expected benefits • Risks and issues that could derail project delivery are anticipated and managed • Project change requests are assessed and considered based on merit – if a change is made, the ‘what’ and ‘why’ is communicated well to everyone involved • Opportunities to drive improvement are always on your radar • Multiple related projects are managed congruently with the overall programme aligned to Council’s strategic objectives • Project and programme expectations, timelines, and milestones are clearly articulated to all involved • Private development infrastructure projects are monitored on behalf of Council where assets are to be vested to Council • Activity Managers are supported to deliver their capital works projects
2. Leading People	<ul style="list-style-type: none"> • Your team are inspired, motivated and energised to do their best work • Hard conversations are embraced with a soft heart and a focus on driving improvement so your team can reach their potential • Time is dedicated to having regular conversations with your team so you know their hopes, dreams and aspirations and how you can support them to get there • Expectations are made clear and you hold yourself and others to account for delivering • Mistakes are owned, and you encourage your team to do the same – no one passes the buck • Contractors are engaged in accordance with an agreed scope and budget and the relationships are managed effectively to achieve the right outcomes • You invest in yourself with a commitment to ongoing learning and development so you can be the best you can be

3. Community & Customer Engagement	<ul style="list-style-type: none"> • Our customer experience ethos is adopted so our Community is provided with a responsive, customer-focused service that meets expectations • Real relationships are developed with the internal and external stakeholders to support constructive conversations • Complex and contentious issues are navigated with tact and diplomacy to achieve outcomes that work for both Council and our stakeholders • Decisions made on behalf of Council are conducted in a manner to protect Council's integrity, credibility and professionalism • Both Council staff and the Community receives prompt, professional response to any queries raised relating to Council's roading services • Issues are managed effectively to achieve an acceptable outcome for all parties involved and all matters are satisfactorily closed off
4. Health & Safety	<ul style="list-style-type: none"> • Health, safety and wellbeing is talked about openly, honestly and frequently • Expectations around work procedures and H&S practices are made clear and staff are held to account to meet them • Risks are identified and strategies to mitigate them are discussed in collaboration with People & Capability Administrator • Reporting is encouraged for accidents / incidents / near misses
5. Strategic Development	<ul style="list-style-type: none"> • Ideas and intel are provided to inform Council's long term and annual plans • Project objectives are reflected in key strategic infrastructure action plans and policies • Regional initiatives are participated in as appropriate • An awareness of industry trends and best practice processes is maintained and utilised to develop a best in class approach to managing projects • Relationships are developed with colleagues in other Councils to expand knowledge and leverage ideas • Keeps abreast of current legislation and provides effective interpretation to guide decision making
6. Reporting	<ul style="list-style-type: none"> • Data is regularly reviewed to confirm reliability of information • Detailed project reports and programme management updates are provided • Council and Community Boards receive robust reports that have effectively assessed the political climate and analysed the risks to Council • Records and documentation as required by statute, regulation, bylaw and policy are kept and provided as needed • Activity managers are kept informed of project delivery and any problems • Relevant documentation on completed projects is delivered to the asset team to update database and GIS
7. Financial Management	<ul style="list-style-type: none"> • Budget is met – and you're ready to explain why you have underspent or overspent if there is a discrepancy • Your actions show a good grasp of probity • Council's financial policies are followed • Activity managers are given sound budget estimates for long term plans and annual plans

WHAT WE'RE ALL DOING

Contributing to our awesome culture

Keeping ourselves (and each other) safe

Leaving a paper trail

Helping wherever and whenever needed

Helping out in a disaster

Living our values and jumping on board fun initiatives that encourage collaboration, diversity and equity.

Showing a commitment to our policies & procedures and calling out anything that doesn't look or feel quite right.

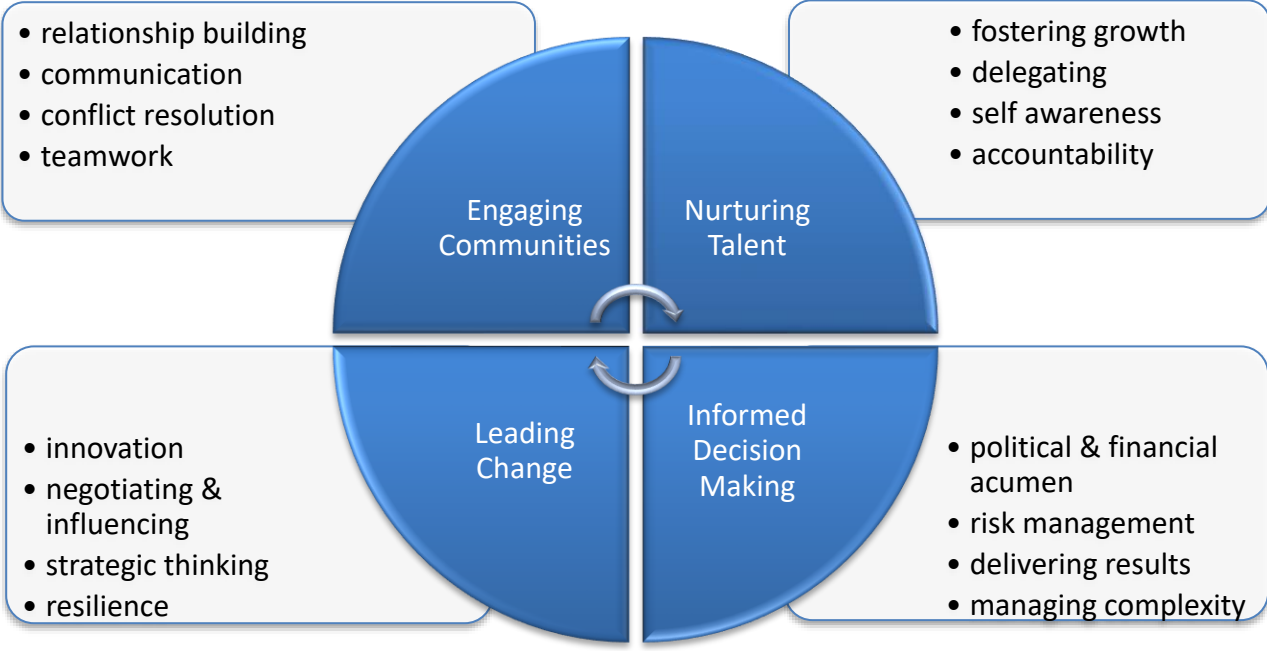
Recording everything in our EDRMS so we can easily access and retrieve the information at a later date.

We're small, with a lean & mean team so the breadth of your role is likely to be WAY bigger than this document suggests!

We are a team in good times and bad, and we owe it to our community to be trained and ready to take action should the worst happen.

WHAT IT TAKES TO SUCCEED

Our core competencies are what we believe will help you succeed here.



Employer: _____

Date: _____

Employee: _____

Date: _____