



Principal Project Manager

Location	Thames Coromandel District	
Reports to	Programme Manager	
Group	Operations	
Direct Reports	Nil	
Financial Authority	\$100,000	
Functional Relationships	<i>Internal</i> Project Delivery team, Operations and Infrastructure staff, Resource Management Planners, Finance Team, and all of Council staff	<i>External</i> Elected members, members of local iwi and other stakeholders, contractors, consultants and suppliers.

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Principal Project Manager** role is responsible for the end-to-end successful delivery of Council’s projects including design, consultation, procurement, budget and managing construction resources.

The role is the functional team leader for project delivery within their focus area (I.e. Waters, Rooding or Community Facilities) as well as being responsible for the development, delivery and successful completion of all assigned projects.

Your responsibilities

Accountable for	Successful when
<p>Project Management</p>	<p>Team leader of project managers aligned to your role’s functional expertise area (I.e. Waters, Roading or Community Facilities), providing coaching and mentoring to less experienced project managers to ensure successful project delivery.</p> <p>The planning and construction resources, to deliver projects that meet programme, budget and health and safety objectives, are effectively managed. This will include procurement of specialists e.g. Engineering experts, to develop, design and monitor construction.</p> <p>Detailed work plans and documentation for all projects are completed within agreed timeframes.</p> <p>Implementation of projects is successfully co-ordinated.</p> <p>The tendering selection process for assigned projects is managed and coordinated using Council procedures.</p> <p>All compliance, legislative, planning and organisational requirements associated with the projects are identified and adhered to.</p>
<p>Procurement, Contracts and Consultants</p>	<p>Council receives value for money where contractors/consultants are utilised.</p> <p>All procurement complies with Council policy and procedures and legislative requirements.</p> <p>Specifications and contract requirements are completed to achieve outputs and outcomes of all projects, operational and service standards.</p> <p>Consultant’s and specialist’s services, when required, provide successful planning, decision making, specification and delivery of projects.</p>
<p>Operations and Maintenance</p>	<p>Project management advice is provided to support and assist the Project Delivery Team to successfully plan, procure and deliver all operations, works and services projects.</p> <p>Specifications and cost estimates are accurate for all operations, works and services projects.</p>
<p>Community Engagement</p>	<p>Effective stakeholder, community and Iwi consultation is undertaken for assigned projects.</p> <p>Services are delivered in an effective and customer focussed way, and effective working relationships are maintained with customers and key stakeholders.</p>

	<p>Participation in project related consultation with the public and stakeholders may on occasions require attendance at after-hours meetings.</p>
Project Programme Reporting	<p>Timely and relevant audits and reports on contractor performance, including health and safety, is in place and address contractor/consultant performance where improvement is required.</p> <p>All reports are in line with Council's project management systems and procedures.</p>
Financial Management	<p>Council's financial management systems are utilised in managing assigned projects.</p> <p>Resources are obtained and used effectively and efficiently.</p> <p>Required project outputs are delivered within approved budgets.</p>
Forward Planning	<p>Activity managers, Area Managers and Project Delivery Team are fully supported to develop forward plans for inclusion in the Council's Long-Term Plan, Annual Plan and Community Board Plans.</p> <p>Robust project initiation proposals and business cases are developed, including accurate financial projections and project plans.</p> <p>Council's project approval processes are complied with.</p>
Relationship Management	<p>Provide functional / technical leadership to project managers reporting to this role and support the Programme Manager with pastoral care of those same project managers.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p> <p>A culture of innovation with Council's key stakeholders is fostered.</p>
Organisational Support	<p>Knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>

Health, Safety & Wellbeing	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Principal Project Manager* will need the following to succeed:

Education / Training	<p>Tertiary qualification in the relevant engineering field (i.e. civil for waters or roading, or structural for community facilities) as well as being a chartered engineer in this field.</p>
Experience, knowledge, skills and attributes	<ul style="list-style-type: none"> • 10+ years of experience in the Project Management of complex projects involving community and/or external stakeholders and partners. • Extensive experience managing contractors and consultants • Demonstrated experience in acting as engineer to the contract. • Significant experience in project management, financial control, community consultation, process facilitation and quality management • Previous experience in functional leadership of a small team of professionals. • Demonstrated previous experience to coach and support less experienced Project Managers. • Working knowledge of the Resource Management Act • An understanding of the local government context and environment, knowledge of the Local Government Act • Working knowledge of the Public Works Act • Significant experience in community consultation in NZ including iwi consultation • Fully conversant with relevant computer applications • A sound knowledge of Health and Safety requirements • Ability and the commitment to deliver the desired outcomes for projects • Commitment to a strong and consistent customer focus philosophy and able to develop professional working relationships based on trust and confidence with a wide variety of individuals (both external and internal) and community groups

- Strong communication skills, including facilitation and conflict resolution skills
- Excellent organisational and prioritisation skills
- Excellent written and oral communication skills

Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities

Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes

Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date