

Location	Thames	
Reports to	Roding Manager	
Group	Infrastructure	
Direct Reports	Nil	
Financial authority	\$50,000	
Functional Relationships	Internal Roding Manager and team, Engineering Services Manager and team, Customer Services team, Health and Safety team, Communications, team, Finance team, and all Council staff	External Roding Professional Services consultant, Road maintenance contractor, other Territorial Authorities, contractors and consultants, customers, Iwi, stakeholder groups, New Zealand Transport Agency and industry groups.

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be the 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 Contracts Manager - Roding role is responsible for managing assigned roding contracts and projects to assist with the overall delivery of Council's Roding activity. This includes procurement and management of contracts; allocating work to consultants and contractors; managing contract and project performance; financial and budget management; reporting; site audits; carrying out the Client / Engineer's Representative function; and stakeholder engagement.

As part of the Roding Team this role works closely with Council staff, as well as key contractors and stakeholders, to support the overall delivery of the roding activity.

This role is key to ensuring our roding contracts deliver agreed services effectively and efficiently. Identifying and collaboratively managing issues and risks that may arise through the life of a contract and / or project, as well as implementing robust financial and operational processes, forms an important part of the role.

Your responsibilities

Accountable for	Successful when
Contract Management and Administration	<p>The roading contracts are managed and administered in accordance with contractual requirements.</p> <p>Council's in-house Roding professional services contract is managed in an effective and efficient manner.</p> <p>Council's Roding professional services consultant manages Council's long-term roading operations and maintenance contract in an effective and efficient manner.</p> <p>Council's procurement for renewal or retendering of the professional services and operations and maintenance contracts are conducted in an effective and efficient manner, in consultation with Council's Roding Manager and other staff.</p> <p>Collaborative, professional and consultative relationships are always maintained.</p> <p>Consultants and Contractors engaged by Council are selected, inducted, and audited according to the safety requirements and obligations.</p> <p>Regular contract meetings are scheduled and conducted, and all contractual communications are appropriately documented.</p> <p>Procedures are developed, maintained, and implemented to ensure a high standard of contract management, e.g.:</p> <ul style="list-style-type: none"> • Regular performance monitoring including tracking and reporting against contract KPI's and Service Levels • Conducting PACE (Performance Assessment by Coordinated Evaluation) assessments in accordance with NZTA guidelines and reporting. • Auditable procedures and records are maintained and clearly show the consultant and contractor performance against contract requirements • All necessary corrective actions are identified and applied in a timely manner – including transfer of resolution to authorised decision maker if required • All contractual communications are properly documented, including file notes, memos, emails, meeting minutes • Preparation and submission of reports (e.g., monthly reports) to Council, Community Boards, NZTA and other parties. <p>Contracts can deliver requirements as set out for Council's Emergency Management response. Effective response processes are in place following extreme weather events or other civil defence emergencies.</p> <p>Issues arising through the delivery of roading contracts are investigated and resolved within agreed timeframes.</p> <p>Assigned projects and contracts are managed efficiently and effectively.</p>

Your responsibilities

Accountable for	Successful when
Contract Audit, Monitoring and Reporting	<p>Monitoring of consultant and contractor performance is organised, systematic and consistent.</p> <p>Relevant reports are prepared to a high-quality and submitted in a timely manner.</p> <p>Council's Roothing professional service consultant proactively manages the Roothing operations and maintenance contract performance, and actively monitors and ensures that the contractor complies with the standards, quality plans and levels of service prescribed in contract documents and within resource consent conditions.</p> <p>Requests for Services (RFS) are effectively managed, captured, investigated, resolved and processed within the time frames required and responses are professional and to the agreed customer service standards.</p> <p>Operational and contractual audits are completed regularly to meet compliance and quality standards, with high success rates.</p> <p>Contractual issues are identified and addressed as appropriate; audit outcomes and / or non-conformance investigations are completed and addressed within priority timeframes.</p> <p>A safety awareness culture is led by example.</p>
Technical advice	<p>Sound technical advice is provided in a timely and professional manner, as it applies to Council's Roothing activities.</p> <p>New Zealand Transport Agency requirements are complied with in relation to delivery of activities associated with this role.</p>
Financial Management	<p>Contractor payments are reviewed, approved under the correct delegations and processed to meet agreed timeframes.</p> <p>Budgets and financial information are clearly understood, documented, managed and monitored to meet agreed requirements.</p> <p>Purchase orders, monthly accruals and invoices are processed in accordance with Council guidelines.</p> <p>Contract variations and claims are managed within agreed timeframes.</p> <p>Deliver contracts and projects within approved budgets.</p> <p>Assist with preparation of business cases and Long-Term and Annual budget preparation for the Roothing activity.</p>

Your responsibilities

Accountable for	Successful when
Relationship Management	<p>Customers, stakeholders, and staff are supported with professional, accurate and timely advice and guidance on the roading contract operational service delivery matters, relevant legislation and consent conditions, as required.</p> <p>Effective collaboration is in place, with staff and relevant stakeholders, when preparing communications to internal and external audiences.</p> <p>External relationships are professionally managed with clear communication on expectations.</p> <p>Potential contract and relationship risks are identification and mitigated.</p> <p>Effective and efficient liaison with internal and external stakeholders including NZTA.</p> <p>Key stakeholders are well informed and consulted, with input and influence from Council in decision making.</p>
Organisational Support	<p>Team Meetings are regularly attended ensuring 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>Other duties are completed, as requested by the manager, to support the overall Roding activity.</p> <p>Actively ensure that legislative requirements and Council policies and procedures are fulfilled, particularly in relation to all key relevant legislation.</p> <p>Provide Civil Defence Emergency assistance when requested</p> <p>Act as Council's Duty Engineer when requested</p>
Health, Safety & Wellbeing	<p>Regular health and safety audits are undertaken and follow up is actioned as required.</p> <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>A personal commitment to health, safety and wellbeing is demonstrated and followed, in accordance with TCDC's Health and Safety Policy.</p>

Your responsibilities

Accountable for	Successful when
Te Tiriti o Waitangi	Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.

About you

Honesty, enthusiasm, accountability, respect and teamwork are considered core competencies for all staff.

A successful **Contracts Manager - Roading** will need the following to succeed:

Education/Training	A bachelor's degree in civil / highway engineering; or a Diploma in civil/highways engineering with several years' experience; or similar qualification.
Experience	<p>You will be a seasoned professional with at least 5 years' experience in managing roading infrastructure professional services; and operations and maintenance and / or construction contracts.</p> <p>You'll bring strong commercial expertise, including experience in consultant and contractor management</p> <p>Possess a good working knowledge of Engineering NZ / ACENZ Shortform agreement and CCCS (Conditions of Contract for Consultancy Services); NZS3910 and NZS3917; and contract procurement and delivery frameworks.</p> <p>Exceptional relationship building and communication skills are essential for the success in this role.</p> <p>Current, full drivers licence.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p>
Knowledge, skills and attributes	<p>A strong drive to learn and apply new skills.</p> <p>Possess a collaborative, professional and consultative approach to carrying out work.</p> <p>Excellence in customer services and stakeholder engagement.</p> <p>Ability to contribute to strategic discussion, able to drive and influence decisions confidently with highly developed interpersonal and communication skills.</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p>

	<p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes.</p> <p>Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.</p>
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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