



POSITION DESCRIPTION

TEAM LEADER – Portfolio Delivery

DIRECTORATE/TEAM	Water Services	
REPORTS TO	Manager Capital Delivery	
ROLE PURPOSE	The Team Leader – Portfolio Delivery provides operational leadership across the capital delivery programme within Water Services, leading a team of Portfolio Leads and ensuring a consistent, high-quality approach to programme and project delivery. Sitting between the Manager Capital Delivery and Portfolio Leads, this role is responsible for coordinating delivery activities, embedding effective governance and reporting practices, and maintaining oversight of performance, risks, and opportunities across all portfolios. Working closely with the Manager Capital Delivery, Programme Performance and Quality Lead, Portfolio Leads, and panel consultants, the role plays a key part in maturing programme and project delivery capability and ensuring a well-functioning, scalable delivery system. By taking ownership of day-to-day delivery leadership, team performance, and consultant coordination, this role enables the Manager Capital Delivery to focus on strategic priorities, external partnerships, and continuous improvement of the capital delivery function. You will lead by example – empowering your team, fostering collaboration, and aligning efforts with strategic goals. Your leadership creates an environment where innovation thrives, and team members feel supported to do their best. Building strong relationships with internal and external stakeholders is key, ensuring expectations are met and communicated effectively. You will recruit, develop, and retain a skilled team, providing clear goals, coaching, and mentoring to support their growth.	
DATE REVIEWED:	June 2026	GRADE: 20

Key Accountabilities

<i>What you will do</i> • Lead, coach, and develop a team of Portfolio Leads, building a high-performing, collaborative culture and lifting capability across programme and project delivery. • Maintain oversight of all portfolios, ensuring projects are delivered in line with agreed scope, budget, schedule, and quality expectations, with a strong focus on early risk identification and mitigation. • Drive improvements in Health and Safety performance and management, ensuring proactive reporting and coaching of team members to	<i>What you will bring</i> Required: This role requires the following knowledge, experience, qualifications, skills, and personal attributes. • Tertiary qualification in engineering, project management, or a related discipline. • Minimum 7 years' experience in capital programme or portfolio delivery within infrastructure, utilities, ideally in local government or similar field. • Proven experience leading or mentoring project or programme delivery teams, with the ability to build capability and drive performance. • Strong understanding of programme governance,
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complete quality safety interactions. • Work with the Water Services professional services panel, ensuring consistent performance, and strong alignment with NCC delivery standards and objectives. • Provide consolidated programme-level reporting, insights, and assurance to the Manager Capital Delivery and governance forums, ensuring clear visibility of performance, risks, and outcomes. • Embed and uphold consistent application of project management frameworks, governance processes, and reporting standards across all portfolios and delivery partners. • Ensure alignment across portfolios, organisational priorities, asset management strategies, and funding constraints, promoting a coordinated and efficient delivery approach. • Empower and guide Portfolio Leads in procurement planning, tender evaluation, and delivery model selection, ensuring consistency, probity, and alignment with NCC policies and best practice. • Lead a consistent and strategic approach to contractor negotiations, including multi-year contracts, property acquisition, land access, and easements, ensuring alignment with programme objectives and timelines. • Build and maintain effective relationships with internal teams, consultants, contractors, and key stakeholders to support successful, well-coordinated programme delivery. • Identify and implement opportunities to improve delivery processes, systems, and performance, contributing to the ongoing maturity and effectiveness of the capital delivery function.	project management frameworks, and reporting systems within a capital delivery environment. • Demonstrated experience overseeing multiple projects or programmes simultaneously, with a focus on coordination, risk management, and delivery assurance. • Experience working with external consultants and contractor panels, including performance management and relationship leadership. • Sound knowledge of procurement processes, tender evaluation, contract management, and delivery models within infrastructure or local government. • Ability to drive consistency, standardisation, and continuous improvement across multiple delivery streams and stakeholders. • Strong analytical, organisational, and problem-solving skills, with the ability to interpret complex information and provide clear insights. • Excellent communication and relationship management skills, with the ability to influence and engage across internal teams and external partners. • Experience in financial management, project management, and strategic planning. • Proficient using MS Office and other systems. • Attitude of ownership and commitment, with ability to pragmatically solve problems and balance competing demands. • Ability to work in collaborative environments. • Excellent relationship management skills.
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Our Values

ICE

INTEGRITY:

- We act in a safe, open, honest and transparent manner.
- In all that we do, we can hold our heads high.

COMMUNITY AND CUSTOMER SERVICE:

- We commit to listening to the needs of our internal customers and community and delivering excellence in service.
- We engage in a friendly, trustworthy and respectful manner, embracing cultural heritage and diversity with an open mind.

EXCELLENCE:

As one team we encourage each other to:

- Set consistent standards, while delivering the highest quality service and celebrating success in this, together.
- Care about the safety, wellbeing and the enhancement of ourselves, community and environment to enable all to flourish and prosper.
- Embrace creativity and flexibility in a safe, collegial environment – where each individual's skills are valued and recognised.

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 at Work Act 2015.
- Take all practicable steps to ensure your own and other's health and safety in the workplace.
- Act as an ambassador for our Council, living the council values.
- Develop and maintain emergency preparedness and planning to ensure resources, people, equipment, and materials are in place and lifelines are identified, prioritised, and integrated into the local and regional structure.
- Participate in and undertake emergency management duties as required (CDEM)
- Support the development and maintenance of recovery work streams.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Continue personal and professional development through continuous learning.
- Recruit & recommend staff for hire within organisational guidelines.
- Commitment to upholding Te Tiriti o Waitangi and its relevance to the role

Additional Information

Delegations

Direct Reports	3
Financial delegation	As per the NCC Financial Delegation Policy
Key Relationships – Internal	External
• Manager Capital Delivery • Head of Strategy & Investment • Programme Performance and Quality Lead • Portfolio Leads (direct reports) • Strategy & Investment teams (planning, asset management) • Planning, Compliance, and Operations teams • Procurement and Finance teams • Property and land specialists • EPMO and governance forums • Senior leadership and other directorates as required	• Professional services panel consultants (project managers, designers, engineers) • Contractors and construction partners • Quantity surveyors and cost consultants • Regulators and consenting authorities • Mana whenua and iwi partners • Property owners, land agents, and legal advisors (for acquisition/easements) • Other councils and infrastructure partners (where relevant)

Role Acceptance

I declare that I have read and understand the above position description in relation to my employment with Napier City Council.	
Signed & dated	