Programme Manager -Capital Delivery

Location	Thames Coromandel District	
Reports to	Group Manager Infrastructure	
Group	Infrastructure	
Direct Reports	Up to 12	
Financial Authority	$500,000	
Functional Relationships	*Internal* Group Manager Infrastructure, Chief Executive and Senior Management, Project Delivery team, activity managers, Regulatory staff, Communications team, Finance Team, and all of Council staff	*Purpose of Contact* Leadership and direction Support and advice Advice and reporting
	External Elected members, members of local iwi, community groups and other stakeholders, contractors, consultants, and suppliers.	Advice and liaison Collaboration Advice and liaison Direction and engagement

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 being **up Front**, **Accountable** and **Better together**.

How you fit

The Programme Manager - **Capital Delivery** plays a key role in providing staff leadership and ensuring that Council's strategic direction is supported through effective planning, governance and delivery of Council's capital investment portfolio.

Responsible for providing high-quality leadership and management, the role leads, coaches and holds the Project Delivery team accountable for productive and successful project delivery. It oversees Council's capital investment portfolio and CAPEX budget, leads capital programme planning and delivery, proactively manages programme risks and issues, and owns the frameworks, systems and processes for planning, prioritising, governing and reporting on capital projects. A strong relationship builder, the role fosters a collaborative, cross-functional approach across Council and with elected members, funding partners and other stakeholders to achieve shared Council outcomes and ensure projects support the district's growth and meet Council and statutory requirements.

Your responsibilities

Accountable for	Successful when
People Leadership	The Project Delivery Team is led and supported to deliver quality projects on time and within approved budgets as per the Annual Plan. Key infrastructural asset development and capital works programmes are achieved in accordance with agreed project requirements. Team environment promotes and enables an effective, high performing, engaged, and connected team. Staff are coached and mentored to support their professional growth as well enabling them to achieve high-quality project delivery. Team structure, capability and capacity, including the use of external project management resources, are planned and managed to match the scale and complexity of the capital portfolio. Responsibilities of a good employer is always demonstrated. A safety awareness culture is led by example. A service first approach in all activities and communications is promoted and modelled. Business improvements are identified, developed and implemented for service delivery to enhance service and staff development and a customer and business friendly culture. Systems and processes are fully embedded and ensure accurate and timely reports, advice and support are provided.
Portfolio Governance & PPM Framework	Council's Portfolio, Programme and Project Management (PPM) Framework, supporting templates and digital PPM system are maintained and improved to support consistent planning, governance and delivery of the capital investment portfolio. Framework requirements are embedded in project delivery practices, with clear guidance and support provided to project managers, sponsors and business owners.

	Compliance with the framework is monitored, improvement opportunities are identified and addressed, and organisational PPM capability and maturity are progressively strengthened.
Capital Investment Planning & Prioritisation	Group Managers, the Senior Leadership Team and elected members receive clear, evidence-based prioritisation advice that supports informed decisions on which projects are funded, re-phased or deferred. Support Activities with ensuring that projects are adequately scoped, costed and defined before funding is committed, so the approved capital portfolio is realistic and deliverable within available resources. Works collaboratively with internal and external stakeholders during the development and implementation of Council's Long Term Plan capital programmes.
Council & Committee Reporting	Council, committee and Community Board reports relating to the capital investment portfolio and key projects are accurate, timely and decision-ready, and comply with Council's reporting requirements and legislative obligations. Regular capital portfolio performance reporting provides elected members and the Senior Leadership Team with a clear view of delivery progress, financial performance, risks and issues. Emerging concerns are identified and escalated early, with practical options and recommended solutions developed to support timely decision-making and keep programme delivery on track. Reporting from contributing teams is consistent in quality and messaging, and reporting pathways and meeting sequencing support effective decision-making.
Programme & Project Governance	Senior Responsible Owner (SRO) responsibilities are effectively carried out for assigned programmes and projects, ensuring each has clear objectives, appropriate governance arrangements and defined roles and responsibilities. Stage-gate and key project decisions are made at the right level, with issues, risks and decisions outside delegation escalated promptly to Project Sponsors, Group Managers or the Executive Leadership Team. Project sponsors, business owners and project managers are supported to understand and meet their governance roles.
Technical Leadership & Advice	Executive Leadership Team, other council staff and elected members receive impartial, accurate and comprehensive advice on projects and relevant annual and long-term plan matters to support decision making. Project management advice and guidance is provided to the Project Delivery Team, and appropriate technical, engineering and specialist advice is commissioned, tested and applied to support sound project decisions.

	Advice is provided for any emerging problems/issues with resolutions implemented. Relevant risks and / or issues are identified in a timely manner with consistent, effective, sustainable solutions implemented.
Financial Management	Effective financial management and oversight of Council's capital programme is achieved, whilst ensuring CAPEX is appropriately planned, accurately forecasted and managed within approved budgets and organisational requirements. Takes a whole of life approach to capital works procurement and delivery. The capital programme and project financial and delivery performance is actively monitored, whilst identifying any potential budget exceedances, delays, re-phasing, time extensions and other emerging risks early, and promptly escalating significant issues to senior management with their likely impacts, options for resolution and a recommended course of action. Ensuring capital expenditure is correctly classified and accounted for, with the funding, rating and ratepayer implications of significant capital decisions clearly understood and communicated to decision-makers. Staff productivity and chargeable hours are actively managed, whilst ensuring internal labour associated with capital programme and project delivery is appropriately recorded and capitalised in accordance with Council requirements and agreed productivity targets. Capital programme delivery business processes are reviewed regularly to ensure they remain effective and efficient and support Council's financial and capital programme delivery and reporting requirements. Maintaining effective financial reporting and engagement with key stakeholders, ensuring financial performance, forecasts, variances and emerging risks are communicated accurately, clearly and in a timely manner to support informed decision-making. Purchase orders, accruals, invoices and other capital financial processes are completed accurately and on time, in accordance with Council policies and procedures. Asset capitalisation and componentisation information for completed capital projects is accurate, complete and provided to Finance and other parts of council within required timeframes.

	Audit findings and non-conformances relating to the capital programme are investigated, addressed and closed within agreed priority timeframes. Reports are accurate, timely and concise and enable the Group Manager (Infrastructure) to meet internal and external monitoring and reporting requirements.
Relationship Management	Effective community engagement is managed with community groups, local iwi and other key stakeholders including: - Appropriate and timely consultation and meetings with individuals, community groups and stakeholders. - Cultural protocols and safety practices are observed to support initiatives, consultation and relationships. A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided, with sound professional relationships established and fostered. Issues and enquiries from elected members are responded to promptly. 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. Internal training is coordinated, as required, to ensure staff are competent and confident in project management.
Procurement & Contract Management	Procurement strategies and plans are fit for purpose, comply with Council's Procurement Policy, delegations and relevant legislation, and are approved in time to protect project timelines. Legal, procurement and specialist advice is sought at the right time and applied appropriately, with clear roles and accountabilities between the project delivery, legal and procurement functions. The procurement and contracts function is led to provide consistent, compliant and commercially sound procurement support across Council. Contract management and negotiation strategies ensure the effective and efficient delivery of contracted services. Effective management and oversight of contractors and consultants is in place and includes obligations under the Health & Safety at Work Act. Internal, operational, and contractual audits are completed regularly to meet compliance and quality standards, with high success rates.
Organisational Support	Knowledge and skills are shared, and other staff are supported. Procedures, information systems and policies are documented and complied with.

	Appropriate and agreed continuous professional development is undertaken. Civil Defence and Emergency Management training and activities are participated in. Other duties may be requested by the manager to support the business unit.
Health, Safety & Wellbeing	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. Champions health and safety as an integral part of business as usual, ensuring legislative requirements and safe work practices are embedded across all capital programmes, projects and staff activities. All reasonable workplace health and safety policy and procedures are followed. Any reasonable instructions given are complied with. A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.
Te Tiriti o Waitangi	Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.

About you

Being Up Front, Accountable and Better Together are core expectations for all staff.

A successful *Programme Manager - Capital Delivery* will need the following to succeed:

Education / Training	Tertiary qualification in Engineering, Project Management or similar relevant field.
Experience	Demonstrated experience in a Programme Management role overseeing and supporting the delivery of large-scale civil, three - waters or public infrastructure projects, including design, procurement and construction / implementation. Demonstrated success in leading teams to achieve programme and project deliverables. Demonstrated experience in capital portfolio planning, governance, performance monitoring and reporting, including preparing high-quality reports and advice for elected members and/or executive leadership. Demonstrated leadership experience working in a politically sensitive environment, with the judgement and political acumen required to effectively navigate competing priorities and stakeholder interests.

	Strong written, verbal and presentation skills, with the ability to communicate complex information effectively across technical and non-technical audiences. Provide effective programme and project management strategic and technical advice to staff, council and stakeholders. Good understanding and working knowledge of legislation relevant to local government infrastructure delivery including the Local Government Act, Public Works Act, water services legislation, resources management legislation, Health and Safety at Work Act together with the ability to work within Council policies, plans, bylaws and engineering standards. Demonstrated experience in the application of health and safety legislation and practices for delivering public infrastructure projects. High level of proficiency in Microsoft 365 applications, particularly Word, Excel, Outlook and PowerPoint. Demonstrated ability to use AI and other digital technologies effectively and responsibly to improve programme planning, project delivery, analysis, reporting and business processes. Demonstrated experience of embedding a continuous improvement culture in business processes.
Knowledge, skills and attributes	Ability to lead through others, setting clear expectations, building capability and creating a culture of accountability, collaboration and high performance across internal teams, consultants and delivery partners Sound knowledge and practical application of recognised programme, project and change management methodologies, with the ability to apply these effectively to the delivery of complex capital programmes and projects. Strong strategic thinking and leadership capability, with the confidence to influence decisions, provide clear advice and direction, and communicate effectively with elected members, senior leaders, staff, consultants, contractors and other stakeholders. Highly developed relationship management and interpersonal skills, with the ability to build trusted and effective relationships and act with honesty, integrity, transparency, professionalism and empathy for people and communities. Solutions and improvement focused, demonstrating initiative, innovation and a collaborative approach, with the ability to challenge existing practices constructively and inspire others to achieve Council outcomes.

	Strong analytical, decision-making and problem-solving skills, with the ability to assess complex information, identify risks and opportunities, develop practical options and recommendations, exercise sound judgement and take accountability for decisions. Strong commercial and contract management capability, including an understanding of procurement, consultant and contractor management, contract administration, cost management and the commercial drivers associated with delivery of public infrastructure projects. Working knowledge of NZS 3910, NZS 3915 and NZS 3916 contract conditions, together with professional engineering consultancy services contract conditions, is highly desirable.

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 Date

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Employer Date