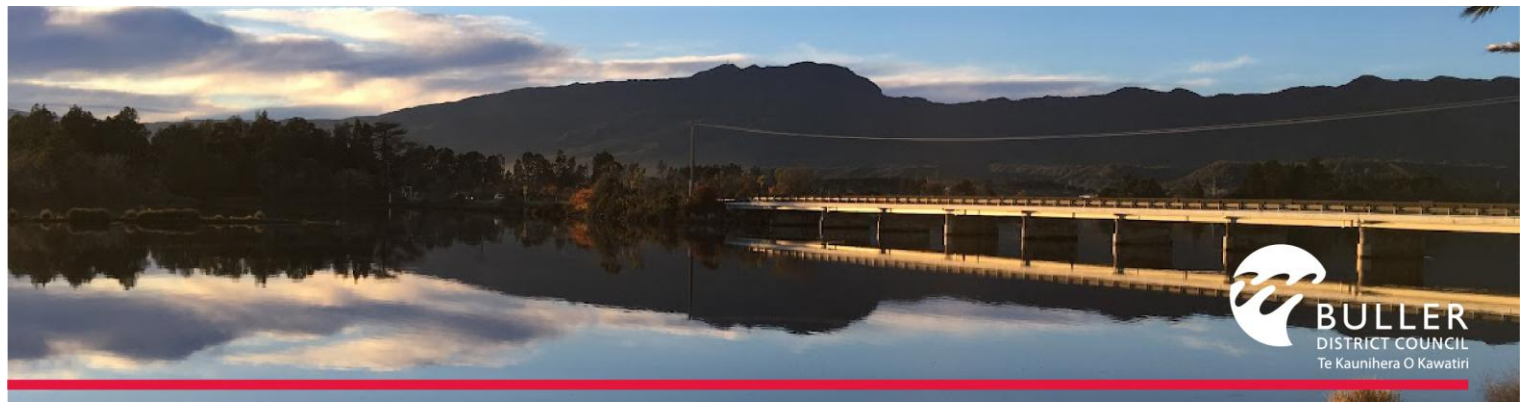




Position Description – Project Manager

The position reports to: Team Leader Three Waters

Grade: 18

Hours of work: Full time – 40 hours

Position purpose:

To manage Three Waters projects within the Infrastructure Services unit successfully and work with the relevant stakeholders for the assigned projects.

The Key areas of responsibility include:

Project Management

- Carry out project management tasks for assigned projects within the BDC's project management process
- Provide a proactive approach to project planning and delivery to ensure the project meets a high standard, is on time and within budget
- Identify and manage project risks, escalating high risks to the project sponsor
- Provide project management services including engaging and managing consultants, obtaining consents, tendering and managing construction contracts for the upgrade, replacement or removal of BDC assets
- Work with asset coordinators to agree project objectives and standards, and plan and obtain required resources
- Provide regular progress updates on projects to asset coordinators, technical officers and sponsors through both informal and formal avenues such as project reporting and steering groups
- Provide advice to the whole of Council on applying industry standards, proposed legislative/regulatory changes and on Council processes and standards relating to maintenance, upgrade and replacement of infrastructure

Planning	• Deliver detailed work planning and effective management of capital work projects • Provide asset management and capital project management advice to the whole of the organisation • Use sound judgment to make effective and timely decisions • Coach and develop others in your area of speciality • Identify and order priorities to ensure they are completed as efficiently as possible • As part of working in the team you will be expected to take on responsibilities to help the team run effectively. These leadership tasks will be rotated around the team. Examples include: ○ health and safety planning ○ equipment checking ○ site safety ○ equipment management ○ quality control ○ transport and logistics ○ communications ○ performance reporting ○ data recording • Behave with openness, professionalism and integrity, upholding the BDC core values
Relationship management	• Build and maintain collaborative relationships internally and externally for the purpose of achieving Council outcomes by: ○ Placing strong emphasis on anticipating, identifying and responding to the needs of internal and external parties ○ Monitoring relationships and resolving critical issues promptly ○ Contributing positively to a high performing, engaged team
Finance	• Comply with the Council's Delegated Financial Authority policy • Use the BDC financial system for monthly reporting and tracking of project budgets
Health and Safety	• Comply with the Council's Health and Safety policy and guidelines • Take all practicable steps to ensure your own safety and the safety of others in the workplace

Procurement/contract management	• Comply with the Council's procurement policy and guidelines • Comply with the Council's contract management procedure, templates and guidelines • Attempt to resolve disputes through negotiation in the first instance. • Manage the relationship between BDC and the contractor • Ensure that the contract reflects what has been agreed between the parties • Act as the Contract Manager or Engineer's Representative for contract matters • Confirm invoices for payment • Monitor and report on the supplier's performance
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Deliverables:

Big picture	• Manage healthy projects from inception to closure • Stay up to date with industry best practise • Contribute to achieving value for money project delivery for the Buller district community
Performance	• Achieve performance goals and expectations and follow leadership instructions on time and to a high standard consistently • Report on progress to plan against own KPIs • Take an active role in own goal-setting, learning and development • Correctly and appropriately use technology as required for the role, including new technologies • Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment • Comply with all legislation and Council policies • Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment • Set a positive example for punctuality, attendance and work ethic
People & Capability	• Be a positive and constructive team member • Collaborate on cross team/discipline projects and teams as required • Constructively and successfully adapt to changes • Take positive actions to keep self and others physically and psychologically safe and well

- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with subcommittees and elected members (as required for role)

**Requirements
for all staff**

- Buller District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in performance appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.

**Emergency
Management
requirements
for all Council
Staff**

- Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be taken into account.

Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe.
- Participate in any required Civil Defence exercises to maintain essential services.

Key relationships

Internal	External	Committees/groups
- Capital works team - Group Manager Infrastructure Services - Manager Infrastructure Operations - Manager Infrastructure Planning - Infrastructure Services staff - Finance team - Communications team	- Council-engaged contractors/consultants - Te Whatu Ora - New Zealand Transport Agency - Department of Conservation - West Coast Regional Council - Iwi/mana whenua - Other local authorities.	Community groups and reserve sub-committees

Skills and Experience (JD Specific)

Essential	Desirable
- Demonstrate knowledge of project management, engineering, construction, maintenance, and operation of Council infrastructure - Demonstrate experience in risk assessment, design development, scheduling, cost estimating, technical specifications, QA and H&S systems. - Demonstrate procurement experience in the tendering and administration of consultant engagements and large construction contracts. - Demonstrate experience with contestable government funding applications. - Demonstrate knowledge of local government policies and procedures. - Demonstrate experience in civil engineering applications and project management.	Demonstrate experience within a similar position.

Education, Qualification, Memberships

Essential

- An under-graduate diploma and/or technical certificate

Desirable

- Degree in Civil, Environmental or Natural Resources Engineering.
- Qualifications in Project Management, or related technical discipline