

POSITION TITLE:	Manager Regional Projects		
GROUP:	Asset Management	SECTION:	Regional Projects
REPORTS TO:	IPMO Director		
RESPONSIBLE FOR:	Senior Project Manager, Project Manager x2, Project Coordinator		
FAMILY:	OM5	GRADE:	22
DATE REVIEWED:	June 2026		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Manaakitanga:** Living behaviours of care and respect
- **Kotahitanga:** Living behaviours of collective drive and unity
- **Ngākau Pono:** Living behaviours of commitment, integrity, and accountability
- **Whanaungatanga:** Living behaviours of relationships and connection
- **Māramatanga:** Living behaviours of clarity and understanding

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The role of Manager Regional Projects provides day to day management of the Regional Projects function at Council. The role provides strategic and operational leadership to ensure the successful delivery of projects in alignment with Council's strategic objectives, policies, legislative obligations, and the needs of community. As a key member of the Asset Management leadership team the Manager Regional Projects is responsible for fostering a high-performing, collaborative team, offering support, coaching and professional development opportunities to ensure robust project delivery. Active contribution to the leadership of a positive culture is essential. Currently this Regional projects team sits within the HBRC Infrastructure Programme Management Office (IPMO) which is focused on delivering the North Island Weather Event (NIWE) resilience work by June 2027. The Regional Projects Team will be the Business-As-Usual state of capex delivery for HBRC once the NIWE work has been completed.

While in the IPMO, this role will develop a thorough understanding of the organisation, its asset portfolio, delivery frameworks, and stakeholder environment to provide an effective and smooth transition from NIWE work to Regional Projects BAU. The Regional Projects Manager will report to the IPMO Director under the current model as work completes, and be a critical part of the transition out of the NIWE IPMO to Regional Projects and will then report to the Group Manager Asset Management in the BAU structure.

GROUP AND TEAM GOALS:

The Project Delivery team provides the following role and functions as part of the Asset Management Group:

- Provide a centre of expertise in capital project delivery
- Maintain and improve the project management framework
- Maintain and improve the project management information system.
- Deliver on a portfolio of capital infrastructure projects within agreed timeframes and budget

JOB SPECIFIC ACCOUNTABILITES

- Manage, lead and develop the regional projects team, ensuring team objectives are met, clear direction, and adequate resourcing is provided. Actively contribute to the leadership of a positive culture and cohesive team environment.
- Actively engage with, and lead Council's performance management system for the regional projects team ensuring key check in's are met, learning and development needs are discussed and appropriate development planning is undertaken.
- Maintain staffing resource by recruitment, selecting, onboarding and training new employees as and when required.
- Build and maintain a fit for purpose project management framework for the effective and efficient delivery of infrastructure projects.
- Maintain and continuously improve project management information system and reporting tools.
- Manage infrastructure projects through the full lifecycle from initiation through to completion and operational handover.
- Manage designers and constructors to handover the agreed asset to the asset manager and operators.
- Develop and manage construction contracts (NZS3910) with both in-house construction resources and the external contracting industry.
- Accountable for the successful delivery of the capital portfolio, ensuring projects are delivered safely and achieve agreed scope, programme, budget, quality, risk and stakeholder outcomes.
- Ensure project delivery meets the agreed standards required of your client with a focus on internal client delivery integration and active involvement.
- Provide a centre of expertise to the wider Asset Management Group in project estimating, project controls and project delivery, supporting informed decision-making
- Champion continuous improvement and organisational change initiatives that enhance project delivery portfolio capability, transparency and performance.
- Ensure the establishment of a strong stakeholder-focused, solutions-oriented culture.
- Ensure the establishment and maintenance of strong and meaningful relationships with agreed internal and external stakeholders. Report on the achievement of these relationship expectations.
- Demonstrate skill in managing relationships with stakeholders throughout difficult, complex and contentious issues that require formal resolution.
- Manage risks and issues that may impact on project outcomes, by identifying potential opportunities and threats, analysing and problem solving and deciding when escalation is appropriate. The management of the project will result in the successful delivery of project outcomes to agreed scope, schedule, budget, and quality standards.
- Work collaboratively with the wider Asset Management team. Ensure expectations, roles and responsibilities are clearly articulated and where appropriate mentor others within the team.

- Provide timely and professional advice to other parts of the organisation, as appropriate.
- Manage contracts in accordance with HBRC Procurement Hub processes.
- Ensure fair, transparent and equitable procurement processes are followed and encourage in accordance with HBRC procurement policies and standards.
- Actively engage with stakeholders and members of the community in plan development and facilitate meetings to build strong collaborative relationships.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When an emergency event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities, after providing required support for your family and dependants. This means:

- Undertaking an allocated role for emergency management requirements, and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuity Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification in Engineering
- Master's in engineering is desirable
- 10 years practical experience in infrastructure project delivery in either local government, utility or engineering consultancy
- Proven leadership experience
- Strong technical and practical understanding of contract documentation
- Good understanding of local government procurement practices
- Practical and relevant experience of project management frameworks, systems and practices
- Working knowledge of NZ specifications and procedures associated with regional council infrastructure
- Valid driver's licence required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Commercial acumen
- Strong health and safety focus
- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.

- Problem solving working knowledge
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke’s Bay Regional Council.

Employee Signature

Date

Printed Name