

POSITION TITLE:	Programme Finance and Controls Manager		
GROUP:	Asset Management	SECTION:	Regional Projects
REPORTS TO:	Manager Regional Projects /Programme Director		
RESPONSIBLE FOR:	Cost & Risk Advisors, Programme Scheduler, Procurement and Contracts Lead, Reporting Specialist, Project Accountants		
FAMILY:	OM3	GRADE:	20
DATE REVIEWED:	July 2025		

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:

- **Partnership and Collaboration:** We work with our community in everything we do.
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

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 holder will play a pivotal role in ensuring the financial integrity and key controls for the programme and specific projects. Your primary responsibility will be to oversee programme financial management including tracking actual costs as well as completing project and programme cost to complete estimates as well as ensuring the programme control framework is implemented and remains fit for purpose. These will make up part of the programme reporting to ensure that programme costs (both actual and forecast), programme progress and risks are adequately managed to the satisfaction of the Manager Regional Projects and other key parties (e.g. the Crown's funding oversight entity (NIFF - National Infrastructure funding and Finance) , Council and the Department of Internal Affairs (DIA). The role holder will also oversee the procurement and contract management

aspects within the programme to ensure that all purchasing activities align with budgets and robust procurement practices are adopted.

GROUP AND TEAM GOALS:

The Regional Projects 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 linking with the corporate PMO
- Deliver portfolio of capital infrastructure projects with agreed timeframes and budget

The Programme Finance and Controls team is responsible for:

- Provision of advice, reporting (qualitative and quantitative) and support to the Programme Director, Project Managers and Executive Managers
- Supporting the organisation with various Annual Plan and Long-Term Plan preparation and development for Regional Projects activities
- Ensuring appropriate cost controls and programme controls compliance across the Programme
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JOB SPECIFIC ACCOUNTABILITIES

Programme Controls and Compliance:

- Lead and manage the programme controls function, ensuring appropriate project control processes and standards are implemented to support delivery of project objectives across the PMO.
- Develop, implement and maintain project delivery standards, systems and procedures.
- Develop and implement initiatives that raise project controls capability across the programme.
- Oversee all project controls functions, provide strong and effective leadership to the project controls team.

Reporting:

- Prepare and present regular financial reports to Manager Regional Projects, Project Managers and others as required.
- Collaborate with Project Managers to develop project and programme budgets based on project requirements.
- Monitor and manage programme budgets and provide insights into financial performance highlighting key metrics and variances from budget, with input from the wider team.
- Develop financial forecasts for programmes, based on current performance and anticipated changes, in collaboration with Cost & Risk Advisor.
- Undertake regular reporting and continuous improvement to help meet project objectives.
- Establish and enforce financial controls to ensure accuracy of financial data.
- Ensure compliance with relevant accounting principles, regulatory requirements and integration into the organisation finance processes.
- Prepare programme financial records for internal and external audits.

Procurement:

- Support the Procurement & Contracts Lead to manage vendor contracts, payments and financial relationships.
- Oversee the procurement activities, contract negotiations and ensuring compliance with procurement policies and regulations and manage vendor relationships to optimise value and mitigate risks.

Team leadership and management:

- Manage, lead, and guide the team, ensuring team objectives are met, clear direction is given, and adequate resourcing is provided.
- Actively engage with and lead Council's performance management system for the team ensuring key check-ins are met, learning and development needs are discussed, and appropriate development planning is undertaken.

- Maintain staffing resource to ensure that the team is adequately resourced. Undertake recruitment, selection, onboarding, and training of new employees as and when required.

FUNCTIONAL RELATIONSHIPS

Internal

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

External

- Consultants and contractors
- Relevant Government agencies and departments including NIFF, DIA and the Regional Recovery Agency
- Other Hawke’s Bay Local authorities
- Technical including legal service providers
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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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

EMERGENCY MANAGEMENT

When a Civil Defence 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. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Qualifications and Experience

- Experience in delivery of technically complex and large-scale programmes
- Relevant bachelor's degree or equivalent tertiary qualification/ post graduate studies / professional body certification / registration.
- At least 10+ years relevant experience in a similar role/industry
- Valid driver's licence required

Knowledge

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

- Sound judgment with proven project controls capability.
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- A high level of numeracy competency including budgeting and project cost to complete build up
- Analytical skills.
- Knowledge of financial and qualitative reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Practiced Problem solving ability.
- 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