

<b>POSITION TITLE:</b>	Senior Project Manager		
<b>GROUP:</b>	Regional Projects	<b>GROUP:</b>	Asset Management
<b>REPORTS TO:</b>	Manager Regional Projects		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>GRADE</b>	18	<b>FAMILY:</b>	TP2
<b>DATE REVIEWED:</b>	June 2022		

#### 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 of Senior Project Manager will provide day to day management of infrastructure projects within the Hawke's Bay region. This role is primarily focused on the delivery of Long-Term Plan Capital Investment projects and will be required to support other project managers as and when required, including those delivering projects which form this portfolio are part of the Infrastructure Reference Group's (IRG) climate resilience programme. In addition, you will contribute to the strategic direction on how the Asset Management Group delivers its capital program.

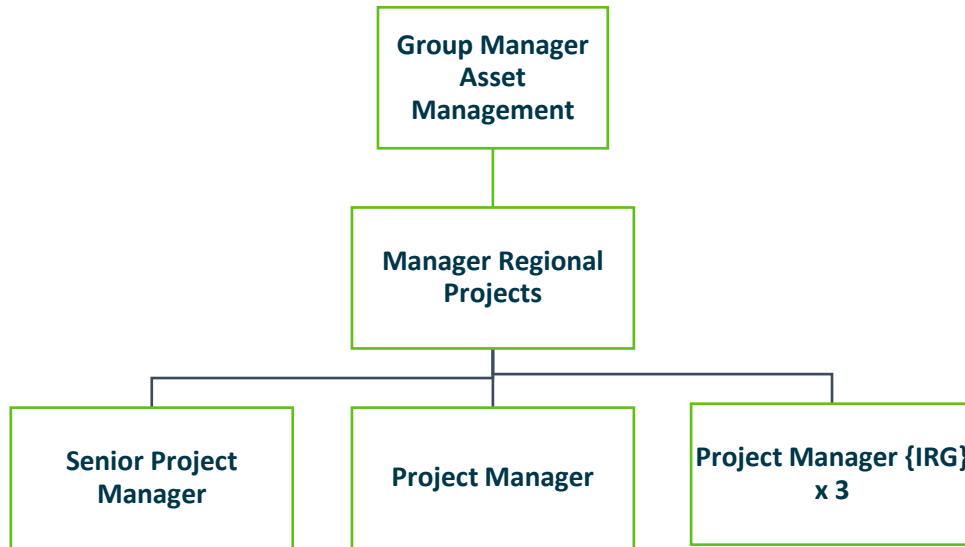
#### GROUP AND TEAM GOALS:

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

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Build and maintain effective working relationships with a range of internal and external stakeholders.
- Independently manage infrastructure projects through the full lifecycle from activation to closeout, managing designers and constructors to handover agreed assets to the asset manager and operator.
- Develop and manage Professional Services contracts for the procurement of external technical resources.
- Develop and manage construction contracts (NZS3910) with both inhouse construction resources and the external contracting industry.
- Lead procurement activities, including tender document preparation and evaluation.
- Provide support, guidance and direction to team members as and when required.
- Take responsibility for the management, surveillance, and quality assurance of construction projects within the regional project's portfolio.
- Ensure that the capital portfolio is delivered to scope, cost and time metrics.
- Provide a centre of expertise to Asset Management Group in project estimating
- Champion change to ensure the performance of the project delivery portfolio is transparent and visible
- Ensure the establishment and maintenance of strong and meaningful relationships with both internal and external stakeholders. Report on achievement of these relationship expectations.
- Provide robust project management advice to stakeholders, both internal and external, in regard to regional projects.
- Work collaboratively with the Asset management Group as a whole. Be an active and contributing team player to ensure successful delivery of team outputs.
- Provide timely and professional advice to other parts of the organisation, as appropriate.
- Actively contribute to establishing, maintaining and following internal procedures for procurement processes and project management.
- Support the Manager with mentoring and coaching of other members of the team as required.
- Attend and present at public/community and Council meetings as required in support of projects.
- Demonstrate an understanding and ability to apply Quality Management practices.
- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program.

- Engage external experts if required and ensure that contracts for external experts are managed in accordance with HBRC processes.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- 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 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**

### **Minimum Qualifications and Experience required**

- Relevant equivalent tertiary qualification (Civil Engineering, Geology, Environmental Studies)
- Minimum of 8-10 years of experience in a similar role/relevant industry
- Proven project management experience.
- Experience of project management frameworks, systems and practices.
- Practical understanding of contract documentation (NZS3910, ACENZ SFA and CCCS).
- Experience in the use of GETS for tendering.
- Experience with managing, guiding and mentoring staff.
- Experience managing project financials.
- Sound understanding of relevant legislation.
- Previous experience with Environmental Engineering is desirable.
- Valid driver's licence required.

### **Knowledge**

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

- Sound computer skills Microsoft office suite and project management tools.
- 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**

- Strong health and safety focus
- High level of initiative and an ability to lead.
- Excellent interpersonal skills, pro-active and self-motivated.
- A commitment to continuous improvement in the workplace.
- Sound judgement and initiative.
- 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.*

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Employee Signature

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Date

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Printed Name