

SENIOR PROJECT MANAGER STRATEGIC PLANNING

JOB DESCRIPTION

HAWKE'S BAY REGIONAL COUNCIL

POSITION TITLE:	Senior Project Manager		
GROUP:	Strategy and Governance	TEAM:	Strategy and Performance
REPORTS TO:	Strategy and Governance Manager		
RESPONSIBLE FOR:	N/A		
FAMILY:	TP1	GRADE:	17
DATE REVIEWED:	September 2020		

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 accountable 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-resilient biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **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 is to provide relevant, professional input to ensure the Strategy & Governance section achieves its objectives with particular focus on:

- Championing the project management framework at Hawke's Bay Regional Council (HBRC) to encourage its use, build capability and provide assurance for governors and managers.
- Evolving the project management tools and resources to be fit for purpose and best practice.
- Facilitating internal project management training and providing advice, mentoring and guidance to subject matter experts managing projects.

- Managing a range of projects across diverse functions when required.

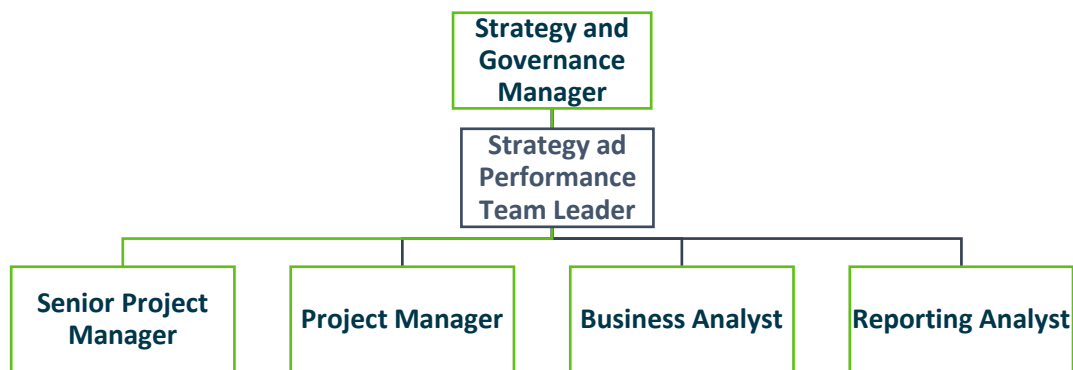
Your specific role of Senior Project Manager will require professional input which will relate to your skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you. Expectations will be fair and reasonable and within the broad requirements outlined above.

GROUP AND TEAM GOALS:

The Strategy and Performance team provides the following functions as part of the Strategy and Governance section.

- Strategic and Corporate Planning - the team works closely with the Chief Executive and elected members to develop the Council's Strategic Plan and statutory planning and accountability documents under the Local Government Act. This includes the 10-year Long Term Plan, Annual Plan, Annual Report and Pre-election Report and involves, setting and reporting on strategic objectives and performance measures, reviewing existing levels of service and community consultation.
- Project Management Office (PMO) - the team is responsible for the ongoing evolution and implementation of a consistent project management methodology across the Council. It does this through providing templates, tools, training, advice and reporting to build capability and support good practice. As practitioners, the team is a centre of excellence for project management within the Council and leads by example when project managing long-term planning processes and other strategic projects from time to time.
- Organisational Performance – the team works across the Council to collate, interpret and present meaningful business intelligence on strategy execution, level of service measures, programmes and projects.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Champion project management - lead the ongoing change process for the implementation of a consistent project management approach across Council, including designing and implementing an appropriate and fit-for-purpose communication and engagement plan for staff.
- Continuous improvement - evolve PMO infrastructure (tools, templates and resources), integrate with other processes and systems and recommend technical solutions when needed to improve Council's efficiency and effectiveness.
- Training – facilitate internal project management training and continue to manage and develop quality resources.
- Assurance + Reporting – identify reporting opportunities using existing resources and data sources to assist with ensuring programme/projects have clearly defined deliverables and are staff are held accountable for

their effective delivery to give Sponsors and Management confidence. Make recommendations to the Executive Leadership Team on high-risk projects to monitor closely.

- Advice – provide guidance and mentoring of staff to understand and complete project resources, such as Project Briefs, Business Cases, Status Reports etc.
- Project delivery - expertly initiate and execute projects (large, small, simple and complex) across diverse functions of the Council resulting in the successful delivery of the agreed outcomes to agreed scope, schedule, budget and quality.
- Stakeholder engagement – establish relationships with all internal and, where required, external stakeholders involved in a specific programme or project.
- Where appropriate, external contracts are effectively managed and adhere to the Council’s requirements for contract engagement.

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 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.
- Delivering on project outcomes on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributing 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 communicating these to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if necessary, participating 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.
- Complying 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 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 required to maintain a state of preparedness.
- Responding to such requests to assume an emergency management role as 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, reviewing the relevance of the Business Continuity Plan (BCP) for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum academic qualifications required

- Relevant Bachelor's degree or equivalent tertiary qualification.
- Valid driver's licence required.

Working Knowledge

- Up-to-date project management certification with the capability to transfer that theoretical knowledge to others.
- At least five years' experience as project manager practitioner.
- Experience in training and facilitation.
- Knowledge and/or experience in a public sector organisation would be advantageous but not essential.

Advanced knowledge

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

- Proficiency in MS Word, Excel, Visio, 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.

Personal Attributes

- Sound judgement and initiative.
- Proven experience in leading, influencing and building credibility across a range of internal and external stakeholders.
- Strong project and/or programme management skills including:
 - Proven ability to co-ordinate tasks and work programmes across a variety of teams and professional disciplines (including technical subject matter experts).
 - Excellent organisational skills and an ability to meet deadlines.
- Demonstrated ability to motivate others and communicate change.
- 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 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

- Community, cultural and political awareness.

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 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