

POSITION TITLE:	Cost Manager		
GROUP:	Asset Management	SECTION:	Regional Projects
REPORTS TO:	Land Category Programme Manager		
RESPONSIBLE FOR:	NA		
FAMILY:	TP3	GRADE:	19
DATE REVIEWED:	April 2025	JOB NUMBER:	

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 Cost Manager / Quantity Surveyor will play a pivotal role in managing the financial and contractual aspects of infrastructure construction projects. This position supports projects to be delivered within budget while maintaining high standards of quality.

The role involves cost estimation, procurement, contract management, and financial reporting, contributing to the successful delivery of critical infrastructure projects for the Hawke's Bay region.

The role will work closely with existing cost consultants to undertake cost estimation to meet governance and funding requirements.

The IPMO has an expected annual delivery of \$80m - \$100m.

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

JOB SPECIFIC ACCOUNTABILITIES

Key Responsibilities:

- **Cost Estimation & Budgeting:**
 - Prepare accurate cost estimates and budgets for infrastructure construction projects.
 - Conduct feasibility studies to assess materials, labor, and time requirements.
 - Support cost consultants engaged on projects
 - Provide advice and feedback during design to allow optioneering and decisions to be made
- **Contract Management:**
 - Develop and manage construction contracts (NZS3910) with in-house and external contractors.
 - Negotiate pricing, contractual terms, and variation/change orders.
 - Validate and review contractor claims
- **Procurement:**
 - Support tender documentation preparation, evaluation, and contractor selection processes.
 - Ensure procurement aligns with project objectives and Council policies.
- **Financial Reporting & Analysis:**
 - Monitor project expenditures and provide regular financial inputs to support project managers and reporting.
 - Prepare detailed financial reports, including cash flow forecasts and variance analysis.
 - Manage and report on the financial allocation to the programme (and each project) through allocation of funds, monitoring of all costs, and provision of forecasts to project leads.
- **Project Collaboration:**
 - Work closely with multidisciplinary teams, including engineers, architects, and contractors.
 - Provide strategic advice on cost control and contract management.
 - Offer support to constructability reviews and optioneering.
- **Compliance & Risk Management:**
 - Ensure adherence to local regulations, building codes, and Council policies.
 - Identify and mitigate financial risks associated with construction projects.
 - Collaborate with legal and procurement to ensure contracts negotiated contracts that align with risk tolerance and financial objectives.
- **IPMO Support/ Reporting**
 - Understand project and programme costs through the effective use of financial modelling and cost analysis tools.
 - Collaborate with project teams to estimate project costs accurately, taking into account various factors such as materials, labour, equipment and overhead
 - Prepare comprehensive, robust and accurate monthly reports that include cost-to-date positions and forecast out-turn cost positions for all elements within the programme.
 - Track cost against budget and versus progress. Work closely with the Programme Scheduler on this to monitor and analyse.

FUNCTIONAL RELATIONSHIPS

Internal

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

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- 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.

- Experience in cost management on large scale projects and/or programmes (at least \$100M programme and at least \$50M for projects).
- Bachelor's degree in Quantity Surveying, Construction Management, or a related field.
- Expertise in application of principles and practices within cost management disciplines.
- At least 5+ years relevant experience in a similar role/industry - cost management or quantity surveying for infrastructure projects.
- Valid driver's licence required
- Proficiency in cost management software (e.g., CostX, Bluebeam) and Microsoft Office Suite.
- Strong understanding of NZS3910 construction contracts and local building regulations.
- Excellent communication, negotiation, and analytical skills.

Knowledge

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

- Proven track record in specific functions including cost management. Must understand the interdependencies of work processes between the different programme controls workstreams.
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Advanced numerical and analytical skills for precise cost control and reporting.
- 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.
- Strong contract negotiation and administration expertise.
- Problem-solving skills with a proactive approach to risk identification and mitigation to help manage project cost.
- A thorough understanding of health, safety, and environmental standards in construction.

Personal Attributes

- Detail-oriented with strong organisational skills.
- Ability to manage multiple projects and deadlines effectively.
- Collaborative mindset with a proactive approach to problem-solving.
- Commitment to health and safety standards.
- 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