



Programme Delivery Lead Position Description

Department/Group:	Transportation/Community Property and Places
Reports to:	Manager – Transportation
Location:	179 St Hill Street, Whanganui
Post Number:	EMV1087
PD Created / Modified:	September 2024

Whanganui District Council Vision

To be an energised, united, and thriving district offering abundant opportunities for everyone.

Our Values

- Positive and encouraging
- Collaborative brilliance
- Make great happen

Position Purpose

The **Programme Delivery Lead** will contribute to the provision of an effective transportation function, using robust and effective contracting principles and models. The **Programme Delivery Lead** will provide leadership to the evolution and development of capability in the areas of procurement, supplier management, and how we contract with third party suppliers. The role will develop and deliver end to end solutions (for people, process and technology) to enable embedding of supply chain leadership across the group.

Key Result Areas

The position of **Programme Delivery Lead** encompasses the following major functions or Key Result Areas:

Key Result Area:	Summary of outcomes:
1. Programme Delivery	
<ul style="list-style-type: none">• Provides technical cost effective practical solutions to transportation issues within the Whanganui District.	<ul style="list-style-type: none">• Engineers Representative on in-house administered contracts.• Project manage Council capital construction projects.

	<ul style="list-style-type: none"> • Supervises construction to ensure design requirements have been met. Process claims. • Working across the group and council to develop and embed contract management policies and procedures that are best practice • Develop training and succession plans to ensure technical capability is lifted. • Ensure Council values are represented at contract meetings. • Compile works programmes from Asset Management Data in collaboration with the Asset Manager and contribute to Procurement and Contract Management of subsequent projects. • Undertake tender evaluations including associated reports to Council. • Manage any scope to ensure Council is maximising its in-house resources (in collaboration with Manager - Transportation). • Ability to cover Manager - Transportation position while on annual/sick leave. • Act as second in charge to the Manager – Transportation.
2. Customer Service	
<ul style="list-style-type: none"> • Demonstrate a “customer first” culture within the team, group and in the wider organisation. • Act as a Customer Advocate in the team, group and in the wider organisation. • See customer feedback as an opportunity to improve service. • Develop partnerships within the organisation to meet customer needs. • Contribute to the development of customer focused policies and procedure. 	<ul style="list-style-type: none"> • There is demonstrated application of the Customer First and associated guidelines. • Availability for customers is ensured. • There is evidence of understanding of the needs of the customer and improving customer service. • Any appropriate Service Level Agreement requirements are met. • CRM and correspondence are responded to in required timeframe (where appropriate) • Customer queries/requests are followed through in manner that ensures closure.
3. Long-term & Annual Planning Process	
<ul style="list-style-type: none"> • Support and participate in the Long-term & Annual Planning Process for the Council when required. 	<ul style="list-style-type: none"> • The Project Manager receives effective support in achieving the Council’s statutory obligations in the development of the plans, including by providing high quality and timely information to the Project Manager as required.

	<ul style="list-style-type: none"> Contributes to the development of business cases that support effective decision making.
4. Emergency Management	
<ul style="list-style-type: none"> Support and participation in Emergency Management for Council when required. 	<ul style="list-style-type: none"> The Emergency Manager receives effective support in achieving the Council's statutory and community obligations in emergency and risk management. Effective and active participation, and, where appropriate, the release of staff for emergency response situations and planned training.
5. Risk Management	
<ul style="list-style-type: none"> Compliance with Risk Management. 	<ul style="list-style-type: none"> Best practice risk management procedures apply to all projects, contracts, and day to day activities. Compliance with Council risk management policies and procedures including Business Continuity, Crisis Management and Legal Compliance. Risks associated with functions managed and policies being developed are accurately identified, evaluated, and reduced.
6. Health and Safety	
<ul style="list-style-type: none"> Comply with all safe work procedures, policies, and instructions. Report all incidents, hazards/risks, and injuries to supervisors in a timely manner. Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council. Take personal responsibility for own safety without putting others at risk. 	<ul style="list-style-type: none"> Comply with any reasonable instruction that is given to you by the PCBU or your Manager. Timely, full, and accurate completion of incidents on the H & S electronic reporting. Participate in all Whanganui District Council Health & Safety Induction programmes and updates as and when required. Demonstrate commitment to Health & Safety for yourself, your staff and contractors and your work colleagues.
7. Professional Development and Training	
<ul style="list-style-type: none"> Professional Development/Training Needs are identified and enacted. 	<ul style="list-style-type: none"> Own training needs are identified through appraisal and training needs analysis. Agreed training programmed/development opportunities are taken up. Knowledge of both management and professional areas remains up to date.

8. Other

Special projects and additional duties commensurate with the position are completed from time to time as requested, meeting quality standards and deadline requirements.

Note:

The above performance standards are provided as a guide only. The precise performance objectives and measures for this position will need further discussion between the jobholder and manager as part of the performance management process

Key Relationships:

Internal	External
<ul style="list-style-type: none">• Elected Members• Executive Leadership team• Community Property and Places wider team • Other Council Managers• Finance team• Emergency Management team	<ul style="list-style-type: none">• Iwi and Hapū• Waka Kotahi• CAA• Whanganui Alliance group• Key contractors• Community user groups• Ministry of Transport

Role Scope:

Direct Management of Staff:	Nil
Indirect Management of Staff:	Nil
Delegated Financial Authority:	In accordance with delegated authority guidelines

Qualifications and Experience:

Essential:	Desirable:
<ul style="list-style-type: none">• 5 years post-graduate experience in roading and transportation industry• Degree level qualification in civil engineering or a related discipline.• People leadership experience• Extensive contract and project management experience• Experience in managing large contracts(\$1mil+)• Ability to build and maintain relationships and networks with diverse range of stakeholders on often complex, competing and ambiguous issues.• Ability to challenge the status quo with a constructive, confident and proactive approach.• Excellent organisational skills including planning, and prioritising in a complex work environment.• Personal integrity, sound judgement and an honest and ethical approach.	<ul style="list-style-type: none">• Extensive roading project management skills/experience with Contracting• Understands and experienced in the Local government environment• Ability to develop a strategic perspective

Variation:

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Acceptance of Position Description

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: _____ Dated: _____

General Manager: _____ Dated: _____