

POSITION DETAILS

TITLE	Project Manager - Three Waters Consent Replacement Programme
REPORTS TO	Three Waters Manager
LOCATION	Whakatāne District Council offices
DATE	July 2024
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil

PURPOSE OF POSITION

The main responsibility of the Three Waters Consent Replacement Programme – Project Manager is to manage and implement specified three waters resource consent replacement projects including consents associated with the Whakatāne and Edgecumbe wastewater treatment plants. These projects differ from traditional project management and will be conducted in co-design with mana whenua and other stakeholders, focusing not only on rethinking wastewater management within the district and obtaining consents but also on designing the process for how this is achieved.

These projects require complex technical and/or specialised expertise which involves collaboration with multiple partners and stakeholders, detailed investigations, option analysis, public consultation, resource consenting, project scheduling and planning, accurate reporting, risk assessment, procurement of contract services and consultant/contractor management that includes health and safety management. This position is responsible for managing and delivering assigned projects within the allocated budget and timelines and intended project outcomes of the Three Waters Consents Replacement Programme.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation is represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
PROJECT MANAGEMENT	<p>Manage and deliver assigned projects in accordance with the Resource Management Act and other relevant statutory requirements to deliver intended project outcomes.</p> <p>Leading and facilitating co-design approaches with iwi/hapu, key partners and stakeholders.</p> <p>Development and ongoing management and monitoring of project plans and key milestones as necessary, taking into account project risks, resource consent requirements etc.</p> <p>Deliver projects within allocated budget and timelines.</p> <p>Manage and monitor robust procurement processes and contracts, ensuring accuracy and timeliness and in accordance with WDC procurement processes.</p> <p>Obtaining of resource consents as required.</p> <p>Carry out or assist public consultation on the projects as required to ensure community engagement and satisfaction.</p> <p>Monitor and manage project budget.</p> <p>Implement Council's health and safety policy in respect to the project.</p>

COMMUNICATIONS	<p>Work collaboratively, through co-design approaches, with iwi, hapū and whānau and other key stakeholders.</p> <p>Work closely with Council's internal teams to deliver project outcomes.</p> <p>Build and maintain collaborative work relationships with other authorities, consultants, and contractors.</p> <p>Maintain good public relations.</p>
FINANCIAL	<p>Provide accurate project financial information as required.</p> <p>Project costs are responsibly managed to achieve the best project outcome with the available resources.</p>
HEALTH, SAFETY AND WELLBEING	<p>Ensure Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions.</p> <p>Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments, and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
ADDITIONAL DUTIES	<p>Assist with emergency management events as instructed and attend relevant training in Civil Defence as required.</p> <p>Attend relevant training, as required.</p> <p>Adhere to all WDC Policies and Procedures.</p> <p>Complete other duties that may be required, in agreement with the line Manager.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<p>Potentially affected parties</p> <p>Iwi, Hapū and Whānau</p> <p>Bay of Plenty Regional Council and other territorial authorities</p> <p>Resource Management Professionals</p> <p>Government Agencies</p> <p>Technical and Legal Professionals</p> <p>Other consultants</p>	<p>Three Waters Team</p> <p>Policy, Planning and Consents Compliance Team</p> <p>Strategic Māori Partnership Team</p> <p>General Manager Development & Environment Services</p> <p>General Manager Infrastructure</p> <p>Resource Consent Team</p> <p>Other Council staff, as required</p> <p>Elected Members</p> <p>Community Boards</p>

PERSON SPECIFICATION

QUALIFICATIONS	Bachelor of Engineering (BE) Civil or equivalent is preferred.
EXPERIENCE	<p>At least five years' project management experience in regulatory processes, preferably in three waters infrastructure consenting.</p> <p>At least five years' experience in a three waters municipal water discipline.</p> <p>Proven experience in managing procurement, budgets and reporting processes.</p>
KNOWLEDGE, SKILLS AND ATTRIBUTES	<p>Comprehensive knowledge of the Resource Management Act (RMA) and other relevant legislation.</p> <p>Strong cultural competency, including the ability to work effectively with diverse communities and facilitate co-design approaches with iwi/hapū.</p> <p>Effective relationship management skills with the ability to build collaborative work practices with relevant Council teams, contracts, consultants and other stakeholders.</p> <p>Excellent communication, presentation and written skills to communicate effectively at across all stakeholders and levels.</p> <p>Effective planning and monitoring experience in the delivery of project objectives, tasks and timeframes.</p> <p>Ability to build strong internal relationships and collaborative work practices with relevant Council teams, contractors and consultants.</p> <p>Proven experience in managing procurement, budgets and reporting processes.</p> <p>Ability to foster collaboration, innovation, learning and high performance.</p> <p>Be competent with office procedures, equipment and computer software programmes including accounting systems, spreadsheets, databases Microsoft Word and Microsoft Project. Experience in working with GIS is desired.</p>
OVERALL	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Able to work overtime and weekends should this be required.</p> <p>Full clean current drivers' licence and Ministry of Justice report.</p>

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date

Our vision and values

Tō tātau matakitenga me ngā wāriutanga

OUR VISION *Te matakitenga*

Better Together Toitū te Kotahitanga

OUR VALUES *Ngā wāriutanga*

We put **people** at the heart of everything we do
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We are always **learning and improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about our **environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are **passionate and proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together

We work as **one team**
Toitū te Mahi Tahi!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it



WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush
and where will the bellbird sing?
If you ask me what is the most
important thing in the world
I will tell you, it is people,
it is people, it is people.*