

# Project Manager



## Come work with us!

We do everything from roads to water, reserves to resource management, community housing to town planning, cultural facilities to an aquatic centre... and so much more! With our wide-ranging responsibilities and supportive team environment there's plenty of opportunity for you to grow and develop.

Yes, life in local government can be challenging, but it's also rewarding. At Waitaki District Council we're small enough to take the time to listen, to be real and to make a difference.

And what's not to love about a place where you can be in the ocean or heading into the mountains within half an hour? Where weekends can be spent biking, hiking, skiing, boating, or simply relaxing in some of the most spectacular hospitality and scenery in Aotearoa.



**Waitaki**

DISTRICT COUNCIL  
TE KAUNIHERA Ā ROHE O WAITAKI

# Project Manager

## POSITION DESCRIPTION

### Your place in Waitaki District Council

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Project Manager reporting to the  
Project Management Office Lead

### Purpose & outcome of this role

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Manage projects from inception to completion, ensuring cost-effective planning, procurement, and delivery aligned with Council's objectives. Engage stakeholders, oversee multiple projects for success.

### About the Support services Directorate

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We provide the resources and support services to all areas of our organisation through a strong internal customer focus and 'business partnering' approach.

This Directorate is made up of several teams including Facility Management, Finance Services, Digital Services, People & Capability, Governance Services and Project Management Services.

### You are part of the Specialist cohort

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#### Specialists help us progress from strategy to delivery.

You bring sound understanding of our community, customers, partners and organisation to inform your thinking and tailor your advice.

With an eye for detail as well as the bigger picture, you can see how things will play out, how messages will be received, and can advise how to clear the path for ease of implementation. You complete delegated tasks and take the initiative when you see a gap.

You enhance team and Council performance in the way you engage within and across teams and take a customer-centred approach to your work.

You give confident and honest advice to decision-makers.

Collectively we deliver on the strategic framework and Long Term Plan and role model what we ask of others across Council.

## Context and responsibilities of this role

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- You are responsible for managing projects, as part of a project management office, to deliver on the vision and ambitions of Council.
- Follow the entire project lifecycle from ideation to close, ensuring that projects are planned, designed, procured, and delivered in accordance with the Council's strategic objectives and budget constraints.
- Collaborate effectively within a dedicated project delivery team, working together to streamline processes and optimise resource allocation for efficient and effective project execution across all Council initiatives.
- Take a leadership role in engaging with key stakeholders throughout the project lifecycle, maintaining clear communication channels and proactively managing any disruptions or issues that may arise to ensure project success and stakeholder satisfaction.
- Lead the scoping, planning, procurement, communications strategy, risk management, change management, design oversight, delivery coordination, progress monitoring, and benefits realisation efforts for assigned projects, ensuring alignment with Council priorities and timelines.
- Work closely with colleagues and technical experts to ensure that project deliverables not only meet but exceed Council objectives, leveraging expertise and resources to maximise project impact and value.
- Directly manage the engagement of contractors for assigned projects, overseeing contractual agreements, performance expectations, and adherence to project timelines and quality standards.
- Monitor and evaluate project delivery and performance metrics, providing comprehensive, accurate, and timely information for reports and decision-making processes as required by Council leadership and regulatory standards.

**Empowering  
our people and  
place to thrive**

*Whakapuāwai  
takata,  
Whakapuāwai  
whenua*

**Grade** 16

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**Last reviewed** 15.07.2024

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## Skills you must do well



### **Imagine the future**

Understand the strategic context for your work including how it relates to local government and government priorities and legislation. Review what and how things are done now and speak up about how they could be done in the future. Suggest practical and sustainable ways to implement changes needed.

### **With others, improve our systems and processes**

Reciprocate knowledge sharing and build inclusive, trust-based relationships. Interact and collaborate internally and externally in ways that helps make sustainable, people-centred improvements.

### **Develop self and others**

Prioritise your development and learning on the job. Coach and support others to develop through impart knowledge in a way that maintains a positive work environment.

### **Have a track record of delivery**

Develop thorough plans, leading and implementing pieces of work to a successful conclusion. Use your judgement to prioritise work and manage time effectively to meet delivery targets, regulatory, legislative and quality expectations. Deliver for your team as well as collectively for the Council.

### **Communicate well**

Communicate and engage credibly and confidently in person and in writing. Ensure communication is consistent with internal standards and the preference of the audience. Persuade and influence others by using concrete examples and facts and figures to support a view.

### **Be agile and change capable**

Adapt to change and uncertainty with a growth mindset. Support others to do the same by articulating 'the what and why' and framing in positive and constructive ways. Lead conversations with leadership to adjust priorities, pivot to new challenges and opportunities and redeploy resources when needed.

### **Adopt a continuous learning approach**

Bring an experimental approach to your work. Learn quickly from successes and mistakes and lead collaborative approaches to sharing learning and conducting 'lessons learned' exercises to improve the customer experience.

### **Demonstrate our values and act with integrity, transparency and trust**

Keep our values front and centre, ensure they are at the heart of everything you do. Act with integrity and use our values and behaviours to hold yourself and others to account. Speak up and challenge constructively when needed so we can make a positive difference to people we work with and the customers we serve.

### **Customer focus**

Help instil a customer-centric culture through gathering and integrating customer feedback related to your work. Collaborate across functions to streamline and align services with customer expectations and ensure a unified effort to consistently enhance the overall customer experience.

### **Demonstrate political acumen**

Know how to navigate local government decision-making and operating procedures to achieve outcomes in your area of work. Use your knowledge of key stakeholders, internal operations, and decision-making processes in Council to get work signed off.

### **Self-aware, reflective and adaptable**

Leverage self-awareness to improve how you interact and work with others. Strengthen personal capability over time and optimise effectiveness with different situations and people to adapt well in a changing environment.

### **Resilient**

Show composure, grit, and a sense of perspective when the going gets tough; help others maintain optimism, keep focus on solutions and recover and learn from setbacks.

### **Cultural perspective**

Understand and value cultural diversity, fostering an inclusive and culturally sensitive work environment and helping us better reflect the diverse community we serve in the Waitaki District.

### **Curious**

Show curiosity, flexibility, and openness in analysing and integrating new ideas, information, and differing perspectives.

## Relationships

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### Internal

- You work collaboratively with **others across Council** operating as a cohesive team.

### External

- You build and maintain connections with **key external contacts and organisations** and extend our networks to our diverse communities to enrich our work.

**Contractors, consultants, or vendors** - You may also work with various external contractors and subject matter experts; you support these roles by providing business context, guidance and/or support and in return can learn valuable skills from working alongside them.



## Experience and qualifications

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In addition to 'skills you must do well' the following experience and qualifications are specifically required for this position:

### Qualification

- A recognised and relevant tertiary qualification in a related discipline or an equivalent combination of alternative qualifications and industry experience.
- Full NZ Drivers Licence

### Knowledge & Experience

- 3 years' experience in full lifecycle project management in a multidiscipline organisation operating in a complex environment.
- Working knowledge of relevant legislation, policies and procedures relating to local government, and related discipline.
- Ability to think critically, undertake research and build knowledge quickly.



## All of Council responsibilities

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### Health, Safety and Wellbeing

You support, promote and actively participate in positive health, safety and wellbeing practices across Council.

You role model self-leadership in health, safety and wellbeing by keeping up to date with and adhering to Council policy and guidelines and contributing to a safe, healthy and resilient Council team.

### Emergency Management, Civil Defence and Business Continuity

You value the role Council has in keeping the community and Council safe in response situations.

You actively participate in associated training sessions, promptly respond to adverse events, and effectively fulfil any role-specific responsibilities and/or cover those staff directly involved in the response.