



## Position Description **Project Manager – Capital Works**

**This position reports to:** Horizontal Infrastructure Lead / Major Projects Manager **Career Level:** 19

**Position purpose:** As a member of the Capital Works team the Project Manager – Capital Works is responsible for providing professional expertise for the development, facilitation and project management of Infrastructure and Property projects within the Capital Works team such as Transport, 5 Waters, Council Reserves, Buildings and Land Development projects to approved parameters in a timely and cost-effective manner. Using project management methodologies and multi-stakeholder management, to ensure that the projects support the delivery of Council's outputs and ensuring that funded projects are delivered to their successful conclusion.

### The key areas of responsibility include;

#### **Organised Project Planning and Procurement**

- Provide valued and robust advice in support of project impacts that affect Council stakeholders
- Assist the Capital Works and Asset Management planning team in the conceptual pre-planning and scoping exercises for potential and realised projects
- Undertake appropriate project procurement processes, conduct contract negotiations up to the value of approved Council policy, and keep detailed records of procurement
- In-conjunction with Council Policy, research and develop 'best appropriate practice' procurement delivery options that best suit a Project and Council
- Engage and instruct external consultants, including valuers, land agents, professional engineers, planners and other Council technical staff where such services are required
- Oversee all aspects of a project from start to finish including handover to Council Operational Leads & teams.

#### **Effective Project Management**

- Leading of project control groups / project steering groups as requested to ensure all project resources are being utilised in the most efficient and effective manner
- Ensure project plans are achieved, ensure contract reference information is kept current
- Liaise & collaborate with internal and external stakeholders, project consultants, contractors and sub-contractors
- Identify opportunities to enhance project value through innovative solutions and efficiency improvements
- Attend where required, as Council's representative on Capital Works Group matters and support consultation processes as may apply to various projects
- Prepare reports to the Council and its Committees or executive officers as required on project matters
- Be part of, and provide support to, the Capital Works Leadership Team with assisting on special, large or complex projects of Council

#### **Delivery of Projects**

- Ensure project delivery is achieved in line with Council priorities, to the budgets allocated
- Lead projects through to completion and be safely used by the public
- Oversee commercial management including tendering, budgeting, forecasting, cost control, risk management, value engineering, performance tracking and reporting
- Ensure practical completion inspections are undertaken and defects corrected or remedied
- Oversee the defects and maintenance periods of projects and programmes
- Handover to the receiving department and assist with project reviews where required.

**Reporting and Communication**

- Responsible for reviewing & writing regular formal reports to the Manager, Project Sponsor, Community stakeholders and Council as required
- Responsible for ensuring an effective agreed communications plan is in place and is followed
- Ensuring all communications are clear and appropriate for the intended audience
- Manage relationships with internal & external stakeholders, consultants and contract resources
- Responsible for ensuring clear communication with all project and/or programme stakeholders;
- Responsible for regular formal programme and project reports in accordance with the Council's Project Management Methodology
- Timely and accurate project reporting of capital programme
- Contribute to the timely development of Annual Plans and Long-Term Plans

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**Health, Safety and Wellbeing**

- Display commitment through actively supporting all safety and wellbeing initiatives
- Ensures own and others safety at all times
- Complies with relevant safety and wellbeing policies, procedures, safe systems of work and Council's event reporting
- Able to proactively identify hazards and report them using the Council's reporting tools
- Lead incident investigations when required.

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**Other Duties as required**

- Undertake duties that are within the broad scope of the role and may be assigned from time to time.

Direct reports: Nil

Indirect reports: Nil

## Deliverables

**Big Picture**

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

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**Performance**

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

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**People & Culture**

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels

Be a good human

Be brave – think differently

Better together

Make it happen for Selwyn



- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

**Requirements for all staff**

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

**Emergency Management requirements for all Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.  
 Required assistance may include:
  - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
  - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
  - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

**Authorities**

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

**Skills and Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 5-10 (five to ten) years' experience in a Project Management role</li> <li>• Expert understanding of asset management</li> <li>• Demonstrable experience in the delivery of a range of large to small building or property projects on time, within scope, and within budget.</li> <li>• Staff coaching and mentoring skills</li> <li>• High level of digital literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Local Authority project management services.</li> <li>• Computer aided drafting and other associated design software packages</li> <li>• Project Management software experience</li> </ul>

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
External consultants	Elected Community Board Members	
Territorial and Regional Authorities		
Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police)		
Non-government agencies		

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

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human

Be brave – think  
differently

Better  
together

Make it happen  
for Selwyn

 Selwyn  
DISTRICT COUNCIL

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"><li>Bachelors degree or equivalent qualification in Engineering, Project Management (e.g. Prince2 / PMP), Landscape Architecture or significant experience in these disciplines</li></ul>	<ul style="list-style-type: none"><li>NZILA reg member or Engineering Chartered Member (CMEngNZ) or Chartered Professional Engineer (CPEng)</li></ul>

*The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.*