

Project Management Advisor

Centralised role leading policy implementation, practice, and education around project management and the Investment Management Fund (IMF). Working alongside Department Managers to provide monthly organisational reporting to Council on projects and targeted training to staff

Our tikanga

Whanaungatanga

(fostering relationships and a sense of connection)

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

Manaakitanga

(showing respect and care for others, hospitality, kindness and support)

- By showing manaaki we lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

Kotahitanga

(unity, solidarity, togetherness and collective action)

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

Atawhaitanga

(protection, stewardship, trust and a responsibility for long term outcomes)

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.

We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational tikanga, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team
- deliver our services in a way that is best for the district (as opposed to best for the Council), and
- use our organisational tikanga to guide our decision making.

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Project Management Adviser – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're continually looking at better ways of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Act as the subject matter expert (SME) on the Investment Management Framework (IMF) and provide advice on its interpretation and application.
- Develop and maintain a clear delivery roadmap for the IMF, ensuring appropriate governance structures are in place and IMF-related tools are embedded and continuously improved to support consistent and cohesive project delivery.
- Lead the ongoing development of project management tools, deliverables, and reporting mechanisms.
- Develop and maintain a policy, manual and templates which are consistent and support delivery of projects and reporting
- Develop and deliver tailored training sessions to ensure all stakeholders are equipped with the necessary skills for successful project execution
- Provide training and support for the effective use of all PMO tools and the IMF framework.
- Develop and deliver effective reporting mechanisms to support informed decision-making for individual projects and overall programmes.
- Review and collate reporting on all IMF-governed projects to ensure compliance with established policy, process standards, and governance requirements. Monthly reporting to be provided to Council.
- Prepare formal reports and presentations for Council and Committee meetings, ensuring accurate and timely updates on project progress.
- Build and maintain strong working relationships with a variety of project stakeholders to ensure effective communication and collaboration
- Provide support during the initial project planning stages to ensure alignment with IMF objectives.

What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department 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 procedures.

Health and safety

- Ensure you and your team members accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

What you will bring

- Degree level qualification in a relevant business or commerce related discipline.
- Extensive experience of managing large scale, complex projects with demonstrated ability to apply Project Management Principles.
- Demonstrated ability to provide sound reporting and commentary at an organisational level.
- Understanding and application of public sector project requirements.
- Ability to determine stakeholder requirements and come up with pragmatic, cost effective solutions.
- Excellent analytical skills and understanding of project reporting systems and requirements.
- Strong writing skills supporting the ability to develop contract templates and reports

What you will bring

- Ability to communicate complex information with a varied and broad range of stakeholders
- Strong IT Skills in a variety of software applications, including Microsoft Office particularly Excel and Word.
- Ability to work methodically and efficiently and to set and meet appropriate standards and deadlines.
- Ability to influence others through development of strong working relationships and provision of clear well thought out advice.
- Demonstrated ability to work well and collaborate effectively with others within a team environment

Additional Information

Financial responsibilities – Nil

Position Grade – 18

Organisation Chart – see below

