



Position Description – Performance Delivery Lead

This position reports to: Head of Strategy and Performance

Career Level: 21

Position purpose: As a member of the Strategy and Performance Team, the Performance Delivery Lead will be responsible and accountable for the successful delivery of major programmes and projects within the Selwyn District Council (SDC). This role will oversee the planning, coordination, and execution of a variety of cross-functional projects aimed at enhancing the Council's service delivery and meeting the strategic objectives of the Council. The Performance Delivery Lead ensures that programmes are delivered on time, within scope, and on budget, while also maintaining a high level of stakeholder engagement and satisfaction.

The functional areas of responsibility include;

Programme Delivery	<ul style="list-style-type: none"> Lead and oversee the planning, execution, and delivery of multiple programmes, ensuring they align with Selwyn District Council's strategic goals and priorities. Work with Programme and Project Managers (PMO) to ensure effective delivery of each project within the programme, ensuring the coordination of tasks, resources, and time. Monitor programme progress, identify risks, and proactively manage issues to ensure milestones and outcomes are achieved. Ensure programmes are delivered in accordance with agreed timelines, budgets, and quality standards, and in line with Council policies and governance requirements. To have responsibility for the management and production of the Long Term Plan (LTP) and Annual Plan (excluding financial budgets and forecasts).
Stakeholder Management	<ul style="list-style-type: none"> Develop and maintain strong working relationships with internal and external stakeholders, including elected members, senior management, community groups, contractors, and other key parties. Ensure clear and consistent communication of programme progress, risks, and outcomes with stakeholders. Facilitate regular programme and project meetings, ensuring alignment and resolving any issues that arise.
Leadership and Team Management	<ul style="list-style-type: none"> Lead and mentor project teams, and any other staff involved in programme delivery. Provide guidance, direction, and support to the Performance Team, to ensure delivery targets are met.
Risk Management and Problem Solving	<ul style="list-style-type: none"> Identify and assess programme risks, implementing mitigation strategies and solutions as necessary. Develop and maintain a risk management framework that ensures proactive identification, analysis, and resolution of issues that may affect delivery. Actively problem-solve across multiple projects and programmes, ensuring solutions are implemented in a timely manner.
Financial Management	<ul style="list-style-type: none"> Oversee the financial performance of programmes, ensuring they are delivered within the approved budget. Collaborate with finance teams to ensure accurate forecasting, budgeting, and reporting on programme and project expenditure.

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- Provide regular financial updates and analysis to senior leadership to enable informed decision-making.

Continuous Improvement

- Develop and implement programme management processes, tools, and techniques that enhance the efficiency and effectiveness of the team
- Champion best practices in programme delivery and contribute to the continuous improvement of the Council's programme management capabilities.
- Ensure lessons learned from each programme are captured and applied to future projects.

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: 5

Indirect reports: Nil

Deliverables

Strategy & Planning

- Drive the strategy of the of the Council to be aspirational and focused on high standards of service which reflect the demographics (as appropriate to role)
- Deliver an annual plan, budget and (where appropriate) capital budget on time and in alignment with strategy and overall business plans
- Contribute strategic and detailed information to the development of Council's LTP
- Provide functional input for each of the teams that report to this role into the strategies and plans of other functions
- Monitor the activities and plans of other business units for relevance and impact to own business unit – plan and take action accordingly
- Achieve and maintain a high level of understanding of Selwyn District initiatives, developments, trends and issues
- Manage risk through careful planning and sound judgement
- Provide expert evidence-based advice and direction to governance and leadership on matters relating to designated area(s)

Goal & Performance Achievement

- Set performance objectives with all staff which are aligned with the strategy and goals of the organisation and team
- Review staff performance and development, providing regular feedback and coaching. Remedy performance discrepancies
- Recruit capable people who are a fit with the culture and values
- Ensure that staff are sufficiently trained and adequately resourced to complete their work
- Ensure a high level of achievement of plans and KPIs within business unit
- Manage and control operating expenses and take prompt action to remedy negative budget variances
- Develop and maintain a high level of digital literacy within the team
- Optimise the use of technology within service area
- Evaluate programmes in functional area, ensuring continuous improvement with the customer at the core
- Balance prudent expenditure whilst also ensuring fit for purpose activities and programmes

Culture

- Develop a motivated, positive, empowered, psychologically safe, continuously developing team
- Achieve year on year improvements in staff engagement
- Role model and ensure full commitment to Council's safety culture
- Be seen by all direct reports as fair and honest with high standards
- Operate an effective two-way communication channel and feedback loop – keep people in the know, positively
- Be seen as a visible and positively influential leader throughout the organisation (as appropriate to role)

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Reporting & Compliance	<ul style="list-style-type: none"> • Prepare timely and informative monthly reports (and other reports as required) • Maintain currency of knowledge with regard to relevant legislation, LG protocols, policies and procedures and ensure compliance by self and others • Routinely capture data that informs future service planning and delivery by team/organisation • Attend and be prepared for all management and council meetings
Relationships & Representation	<ul style="list-style-type: none"> • Achieve productive and positive internal relationships across the organisation • Represent the Council carefully and positively in the media (as required for role), in-line with media policy and training • Engage proactively and constructively with Council, Councillors and community boards (as required for role) • Provide an appropriate level of positive visibility in the community • Represent the team/unit/group positively and proactively
Requirements for all staff	<ul style="list-style-type: none"> • 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	<p>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:</p> <ul style="list-style-type: none"> ➤ 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"> 8+ years' experience in programme or project management, with demonstrated success in leading complex programmes and projects. Strong understanding of programme management methodologies, such as PRINCE2, Agile, or PMBOK. Proven ability to manage large budgets and resources, and a sound understanding of financial management principles. Excellent leadership and team management skills, with the ability to motivate and guide cross-functional teams. Strong stakeholder management and communication skills, including the ability to manage relationships with senior leadership, elected members, and external partners. Demonstrated ability to manage risks, issues, and changes effectively in a complex, multi-stakeholder environment. Strategic thinker with a strong focus on results and outcomes. Strong problem-solving and decision-making abilities, with a pragmatic approach Ability to work under pressure and manage competing priorities. A collaborative and adaptable leadership style, with a focus on fostering team success. 	<ul style="list-style-type: none"> A relevant tertiary qualification in project management, business, or a related field. Familiarity with local government or public sector environments, especially in programme delivery. Experience working within a PMO (Programme Management Office) or in a structured project environment.

Key relationships

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

Leadership Competencies



Eats problems for breakfast. Removes obstacles promptly to enable the team to get on with their work. Thinks methodically, and makes sound, informed decisions.



Does Change Well. Embraces change and creates a culture whereby people are open to and involved in change. Carefully plans for and addresses the associated people impacts.



Builds Togetherness. Shows genuine interest in people and builds trusting relationships with team members and peers. Creates a positive, collaborative, inclusive climate where all people feel part of the team and the organisation.



Rocks the messaging. Ensures people are kept informed. Puts care into ensuring messages and instructions are relevant, interesting, and easily understood.



Tackles the tough stuff. Deals effectively with performance and disciplinary situations. Has the difficult conversations. Takes ownership.



Delivers the goods. Thinks ahead and plans the work of the team accordingly. Ensures work is done well and to time.



Brings out the best. Appreciates that high performance is a journey not a destination. Puts effort into unlocking people's potential.



Sets the tone. Aware of the role of the leader in creating calm and confidence in the team. Monitors own emotions and takes action to stay positive.

Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> Bachelor's degree or similar qualification. Project Management Professional (PMP) qualification and accreditation or similar professional project management qualification. 	

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.

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