

## POSITION DESCRIPTION

# Project Manager

Kaiwhakahaere Kaupapa



<b>Job Title:</b>	Project Manager
<b>Group:</b>	Service Delivery Group
<b>Location:</b>	Paeroa Office
<b>Reports to:</b>	Senior Project Manager
<b>Supervisory Responsibility:</b>	None
<b>Functional Relationships:</b>	Asset Management Staff, Council Staff, Iwi, Interest Groups
<b>Authorities:</b>	In accordance with the Delegation Manual

### General function of the position

To manage Council projects through the phases of scoping, consultation, resource consents, investigations, design, tendering, construction, contract management, budgetary control, and reporting.

### Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication	Respect	Commitment	Positive attitude
<ul style="list-style-type: none"> <li>I share relevant information with others</li> <li>I listen to understand</li> <li>I value feedback</li> <li>I use an appropriate communication style</li> </ul>	<ul style="list-style-type: none"> <li>I always keep an open mind</li> <li>I acknowledge and respect differences of opinion</li> <li>I am always considerate and understanding</li> <li>I treat others as I would want them to treat me</li> </ul>	<ul style="list-style-type: none"> <li>I always do my best</li> <li>I follow through for my customers and team</li> <li>I go the extra mile</li> <li>I take personal responsibility for my actions – I walk the talk</li> </ul>	<ul style="list-style-type: none"> <li>I offer ideas and solutions</li> <li>I look for better ways of doing things</li> <li>I am fun to work with</li> <li>I am a can-do employee</li> </ul>



## Key tasks

1. To provide project management services to Hauraki District Council.
2. To manage project finances.
3. To provide contract administration services.
4. To show a commitment to Hauraki District Council and provide organisational support as required.

### 1. Project Management Services

Key Tasks	Key Performance Indicators (KPIs)
1.1 Develop briefs for proposed projects to define the principles by which the project will achieve the objectives provided by the Client.	<ul style="list-style-type: none"> <li>Project brief fully describes all project objectives and project management inputs.</li> </ul>
1.2 Liaise and coordinate all aspects of the project with the Client.	<ul style="list-style-type: none"> <li>The Client is informed on all aspects related to the project.</li> </ul>
1.3 Liaise with consent authorities to resolve consent requirements.	<ul style="list-style-type: none"> <li>Consent requirements are ascertained and arrangements for compliance are completed in time.</li> </ul>
1.4 Make effective use of Consultants for the provision of professional services related to project development and implementation. Duties include preparation of briefs, obtaining offers of service, adjudication of offers and appointment of Consultants. Manage and co-ordinate the work of the Consultants on each project.	<ul style="list-style-type: none"> <li>Project outcomes are cost effective, timely and of high standard</li> <li>Compliance with the project briefs is achieved.</li> <li>Consultant's costs are within acceptable limits</li> </ul>
1.5 Manage the implementation / construction phase of each project to achieve project outcomes of high quality, cost effective and timely	<ul style="list-style-type: none"> <li>Project outcomes are achieved on time and within budget to the specified quality of work.</li> </ul>
1.6 Prepare and circulate monthly reports showing progress on the project against the approved programme, financial reporting of actual expenditure against budget, and the expected final project cost.	<ul style="list-style-type: none"> <li>Monthly reports are timely, accurate and informative.</li> </ul>
1.7 Co-operate with Iwi and interest groups affected by the projects, generally through established relationships. Provide assistance to the Client during negotiations with Iwi and other interest groups	<ul style="list-style-type: none"> <li>Co-operation with Iwi and interest groups facilitates project progress.</li> </ul>
1.8 Inform the customer services team of the nature and likely programme of projects at the outset. Keep the team informed when the project is likely to affect the public and respond to detailed or technical customer service inquiries when requested.	<ul style="list-style-type: none"> <li>Public requests for information are dealt with effectively.</li> <li>The Public is informed on the development and implementation of projects where applicable</li> </ul>
1.9 Prepare and circulate monthly reports on progress on the project against the approved programme, as well as the quality of the work.	<ul style="list-style-type: none"> <li>Monthly reports are timely, accurate and informative.</li> </ul>

### 2. Financial

Key Tasks	Key Performance Indicators (KPIs)
2.1 Prepare cost estimates for each project and manage the expenditure to ensure a cost effective outcome.	<ul style="list-style-type: none"> <li>Project costs are identified accurately and within established timeframes.</li> <li>Projects are completed within the agreed budget.</li> </ul>



2.2	Prepare monthly financial reports for clients and report on variations and the expected final project cost.	<ul style="list-style-type: none"> <li>• Reports are prepared in accordance with an agreed format.</li> <li>• Reports are submitted in a timely manner.</li> <li>• All variations are justified</li> </ul>
2.3	Prepare and maintain project cash flows.	<ul style="list-style-type: none"> <li>• Updated cash flow projections are available.</li> <li>• Cash flow data is updated monthly.</li> </ul>

### 3. Contract Administration

Key Tasks	Key Performance Indicators (KPIs)
3.1 Prepare Tender Documentation.	<ul style="list-style-type: none"> <li>• Tender documentation is in line with Council standards and specifications.</li> </ul>
3.2 Request offers of service, evaluate offers received, prepare letter of award, arrange for project meetings and minutes of meetings, prepare payment certificates and variation orders for approval.	<ul style="list-style-type: none"> <li>• All administration tasks done on time and in accordance with specified standards and best practice.</li> </ul>
3.3 Monitor progress.	<ul style="list-style-type: none"> <li>• Project implementation is on programme.</li> </ul>
3.4 Quality assurance.	<ul style="list-style-type: none"> <li>• Quality of work adheres to specifications.</li> </ul>
3.5 Commissioning of projects.	<ul style="list-style-type: none"> <li>• Projects are successfully commissioned.</li> </ul>
3.6 Operations and Maintenance manuals and As-Built information.	<ul style="list-style-type: none"> <li>• All documents are prepared and submitted in accordance with the specifications and requirements for asset management and finance.</li> </ul>

### 4. Other Duties

Key Tasks	Key Performance Indicators (KPIs)
4.1 Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> <li>• Other duties are completed as are reasonably required.</li> </ul>
4.2 Demonstrate a commitment to a culture of safety and wellbeing within the Council as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> <li>• Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety &amp; Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.</li> </ul>
4.3 Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the health and safety of others.	<ul style="list-style-type: none"> <li>• Comply with any reasonable instruction that is given by the Council.</li> <li>• Co-operate with any reasonable policy or procedure.</li> </ul>
4.4 Provide organisational support as required, such as in respect of Civil Defence activities.	<ul style="list-style-type: none"> <li>• Employee participates in Civil Defence activities and events as required and as directed.</li> </ul>
4.5 Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the Hauraki District Council intranet.	<ul style="list-style-type: none"> <li>• Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes.</li> <li>• All applicable policies and procedures are adhered to.</li> </ul>
4.6 Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> <li>• Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results.</li> <li>• Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.</li> </ul>



## Person specification details

### 1. Expertise

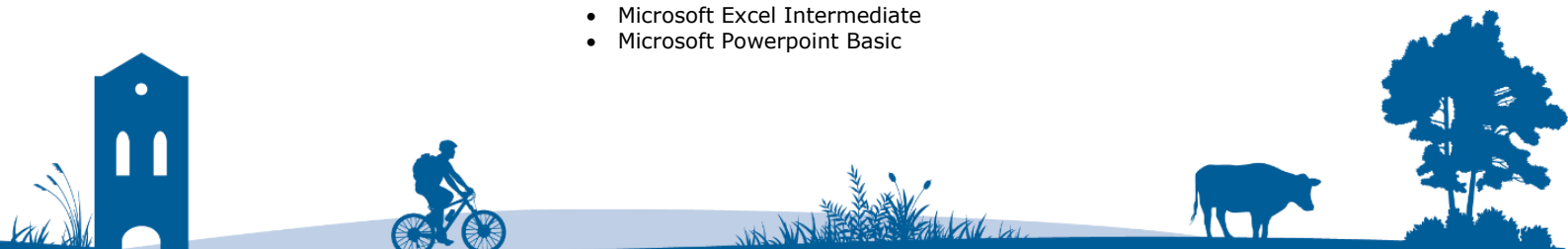
Qualifications:	Full NZ Drivers' Licence Bachelors Degree or Level 7 Diploma in related field PRINCE2 (preferable)
Experience:	3-4 years relevant work experience
Health & Safety Requirements:	Passes required health, safety and well-being checks for position including drug testing for safety sensitive positions. This is a safety sensitive position. Must participate in annual occupational health monitoring applicable to the position.

### 2. Skills

Ability to organise	Has a systematic approach that leads to the successful completion of tasks and events.
Commitment / Personal Accountability	Is self-motivating and self-managing. Follows through projects to completion. Have high standards of personal integrity and professionalism.
Communication	Can clearly convey information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Responds to correspondence, voice mail and e-mail promptly.
Decision making / Problem solving	Is able to form judgements and make decisions within known parameters.
Professional / Technical Expertise	Demonstrates a high level of expertise in all phases of the job and forms opinions and conclusions which are technically sound and well founded.
Teamwork	Actively participates as a member of a team to move the team toward the completion of goals.

### 3. Knowledge

Computer Literate	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows: <ul style="list-style-type: none"> <li>• Microsoft Office (e-mail, calendar etc) Intermediate</li> <li>• Microsoft Word Intermediate</li> <li>• Microsoft Excel Intermediate</li> <li>• Microsoft Powerpoint Basic</li> </ul>
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Legislation	Has a demonstrated working knowledge of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the Local Government Act and Resource Management Act.
Working Knowledge - Budgets	Can set budgets, contribute to financial reporting, and exercise control to meet financial objectives.
Working Knowledge – Council Bylaws	Has a working knowledge of applicable Council bylaws.
Working Knowledge – Council Structure / Elected Members	Has a basic knowledge of governance and management structure and role of elected representatives.
Working Knowledge – Occupational Safety and Health	Have good working knowledge and implements processes to ensure safe work environment.
Working Knowledge – Project Management	Has knowledge and practical experience in the management of projects and can relay recent examples of successful projects.
Working Knowledge – Tendering Process	Understands concept of fair and transparent tendering processes and demonstrates ability to co-ordinate and interpret tenders.
Working Knowledge of NZS 3910	Have a working knowledge of NZS 3910 and its application.

