



Project Manager – Capital Works Position Description

Department/Group:	PMO/Strategy Group
Reports to:	Manager – PMO
Location:	Municipal Building, 101 Guyton Street, Whanganui
Post Number:	EMV1136
PD Created / Modified:	Feb 2025

Whanganui District Council Vision

To be an energised, united and thriving district offering abundant opportunities for everyone.

Our Values

- Positive and encouraging
- Collaborative brilliance
- Make great happen

Position Purpose

The **Project Manager – Capital Works** will take a lead role in delivering projects on time and on budget with full project and contract management disciplines. This position will work closely with the business owners (activity manager) to deliver and manage all aspects of project delivery from appointment to completion, review processes on delivery along with providing project and contract coordination.

Key Result Areas

The position of **Project Manager – Capital Works** encompasses the following major functions or Key Result Areas:

Key Result Area:	Key Responsibilities
Project Management	<ul style="list-style-type: none"> • Leads comprehensive project management services for medium and large-scale construction/capital projects ensuring a professional and cost-effective approach aligned with council's delivery framework and industry best practices • Manages the complete project lifecycle, including on-site supervision and final valuations while maintaining thorough documentation and correspondence records • Design, implement and manage effective governance structures that promote active stakeholder participation and clear ownership of deliverables as required • Lead and mentor project teams to achieve objectives and deliver successful outcomes
Contract Management	<ul style="list-style-type: none"> • Manages procurement and contract administration and tender awards processes, while ensuring compliance with WDC Procurement Policy and providing practical, cost-effective solutions across Council • Conducts and assists with contract audits focusing on regulatory compliance, particularly in Health & Safety and risk management areas • Provides technical guidance to WDC staff and maintains preferred contractor relationships
Stakeholder & Relationship Management	<ul style="list-style-type: none"> • Manages stakeholder engagement through effectively organised meetings, presentations, and community consultations, ensuring all parties contribute meaningfully to project design and outcomes while maintaining detailed records of communications • Builds and maintains strong collaborative relationships with internal teams, external contractors, community groups, and key stakeholders to ensure project success and positive outcomes • Develops and implements comprehensive strategies to keep stakeholders informed of project progress, changes, and potential impacts • Proactively manages stakeholder expectations through clear communication channels, regular updates, and timely resolution of concerns or issues • Represents Council professionally in public forums, community meetings, and stakeholder presentations, effectively communicating technical information to diverse audiences • Cultivates and maintains productive working relationships with preferred contractors and suppliers, ensuring high standards of service delivery and value for money
Customer Service	<ul style="list-style-type: none"> • Demonstrate a “customer first” culture within the team, group and in the wider organisation. • Act as a Customer Advocate in the team, group 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 procedure.

Long-term & Annual Planning Process	<ul style="list-style-type: none"> • Support and participate in the Long-term & Annual Planning Process for the Council when required. • Contribute to the development of business cases that support effective decision making.
Emergency Management	<ul style="list-style-type: none"> • Support and participate in Emergency Management activities and training for Council when required.
Risk Management	<ul style="list-style-type: none"> • Comply with Council risk management policies and procedures including Business Continuity, Crisis Management and Legal Compliance. • Risks associated with functions managed and policies being developed are accurately identified, evaluated and reduced.
Health & Safety	<ul style="list-style-type: none"> • Comply with all safe work procedures, policies and instructions. • Report all incidents, hazards/risks and injuries to supervisors in a timely manner. • Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council. • Take personal responsibility for own safety without putting others at risk. • Demonstrate commitment to Health & Safety for yourself, contractors and your work colleagues.
Professional Development and Training	<ul style="list-style-type: none"> • Own training needs are identified through appraisal and training needs analysis. • Agreed training programmed/development opportunities are taken up. • Knowledge of both management and professional areas remains up to date.
Other	<ul style="list-style-type: none"> • Special projects and additional duties commensurate with the position are completed from time to time as requested, meeting quality standards and deadline requirements. • Ability to travel away overnight and to respond to emergency situations.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • WDC staff • PMO office • Procurement • Business Owners (who will be primarily activity managers) • ELT members • Elected Members • Project Steering Groups 	<ul style="list-style-type: none"> • Community/General Public • Contractors • Community Stakeholders • Whanganui Iwi • Business Owners – Business Interest Groups • Suppliers • Consultants • Other Councils

Role Scope:

Direct Management of Staff:	Nil
Indirect Management of Staff:	Nil
Delegated Financial Authority:	In accordance with delegated authority guidelines

Qualifications and Experience:

Essential:	Desirable:
<ul style="list-style-type: none">• 5+ years’ experience in project management, with a strong emphasis on contract management.• Proven experience managing medium to large-scale projects and contracts, particularly in construction.• Knowledge of contract law and best practices for contract negotiation and administration.• Strong leadership and team management skills, with the ability to manage cross-functional teams.• Exceptional organisational, communication, and negotiation skills.• A current NZ driver’s licence.	<ul style="list-style-type: none">• Previous experience in Local Government or Corporate project management environment.• Understanding of the Local Government Act• Knowledge of Iwi protocols and networks• Experience with project management software (e.g., MS Project, Primavera, or similar tools).• Prince 2 certification or other Project Planning certification e.g PMP, PMI or prepared to undertake training

Variation:

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Acceptance of Position Description

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: _____ Dated: _____

Executive Leader: _____ Dated: _____