

Manager – Community Infrastructure Projects

Lead the Community Infrastructure Projects department in delivering community-focused projects, including placemaking initiatives and parks and recreation developments, through best practice project management, procurement, contract management, civil engineering, and landscape architecture design services. Build relationships and influence stakeholders both internal and external to the organisation to manage high-profile and complex community projects, ensuring delivery within scope and budget.

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 values, 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, and
- deliver our services in a way that is best for the district (as opposed to best for the Council).

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.

Manager – Community Infrastructure Projects – 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 crafting a new way 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

- Provide leadership through ongoing coaching and technical mentoring.
- Manage the project program for the year to ensure appropriate resourcing.
- Work collaboratively with the PM Advisory and Procurement team as an SME.
- Ensure all contract documentation and organisational policy is followed.
- Ensure that asset management standards are met in preparation for asset handover at the completion of the project.
- Responsible for capital budgets relating to projects delivered for other Departments.
- Development of project scope/cost estimates and input into the Business Cases for projects being developed for the Long Term Plan.
- Create a team environment that fosters and develops effective working relationships, high performance and service of the highest quality.
- Ensure team culture is aligned to our Tikanga, Mission and Vision.
- Ensure team members are mentored and coached effectively throughout recruitment, performance management and training and development.
- Monitor the performance and workloads of direct reports and staff members to ensure that objectives are met.
- Maintain a high standard of support for all operational departments.
- Liaise with the Industry on the pipeline of work and maintain good relationships with the supply chain.
- Promote safe ways of working including collaboration with other PCBU's.
- Ensure that future demands on the group are anticipated and planned for where possible.

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

- Tertiary qualification in Project Management and/or Civil Engineering or similar.
- High level of project management experience.
- Understanding of contractor management.
- 10 years experience in managing a project team.
- Experience with working with multi discipline teams.

Additional Information

Financial responsibilities – \$50,000

Position Grade – 21

Organisation Chart – see below

