

JOB DESCRIPTION

Job Title	Project Manager, Infrastructure Delivery
Position Status	Permanent
Business Unit & Team	Strategic Improvement, Infrastructure Project Delivery
Reports to	Team Manager, Infrastructure Project Delivery
Direct Reports	N/A
Base Location	Dargaville or Mangawhai
Salary Grade	16
Delegations	TBC
Key Internal and External Partners/Customers	TBC

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

To delivery a range of capital projects (from the preliminary design phase through to project completion) to help us deliver our LongTerm Plan for our communities.

KEY RESPONSIBILITIES

Project Planning & Delivery	<ul style="list-style-type: none"> Develop project plans and proactively manage delivery to plan, including management of scope, procurement, risks, issues, dependencies, and benefit
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Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

	<p>realisation.</p> <ul style="list-style-type: none"> Proactively manage cost/budget to ensure projects are delivered on time and within budget. Deliver projects in line with internal Project Management Office procedures and Governance requirements. Provide reports and information as required. Effectively close out projects, including business handover, document retention (including as-builts), and lessons learned capture. Maintain project documentation to an auditable standard. Develop project-based procurement plans and execute these plans in line with the Kaipara District Council procurement policy and manual. Comply with all standards and internal policies. Apply health & safety systems and practices throughout the whole lifecycle of a project
Stakeholder Management	<ul style="list-style-type: none"> Proactively identify and manage project stakeholders (both internal and external) and develop effective working relationships. Manage third-party relationships and their contributions to the project (contractor/vendor performance). Provide leadership and direction to project resources (working group). Escalate major or unresolved risks and issues to the appropriate governing group and advise on mitigation. Build positive relations with the Project Delivery team to ensure suitable asset creation and effective handover at project closure. As required, perform the role of Engineer's Representative for works. Effectively manage contractors, including recording performance (PACE Evaluations). Act as a role model, subject matter expert, mentor, and advisor on good Project Management practice.

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	<ul style="list-style-type: none"> Take care of your own health, safety and wellbeing and that of others affected by your work Ensure prompt reporting of all Health and Safety hazards or incidents
Professional Development	<ul style="list-style-type: none"> Participate in monthly and yearly roadmap planning and chats with your manager Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. Complete annual mandatory learning.
Other Organisational Responsibilities	<ul style="list-style-type: none"> Provide CORE customer experience (connected, open, reliable and easy) Champion our values Adhere to our ways of working (WoW) Observe KDC policies, procedures and guidelines



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- Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice
- Maintain records in compliance with the Public Records Act 2005
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies
- Other tasks and/or projects as assigned

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

SUCCESS PROFILE

Qualifications & Experience

- 3 years+ infrastructure project management experience
- Previous experience with 3 Waters projects / civil projects and commercial construction
- Project Management professional certification (preferred)
- Proven experience in project finance management and budget control
- Proven experience in the procurement and management of professional services and capital works contracts (including a strong understand of procurement principles)
- Proven experience in Contractor Management
- Experience operating at a senior level

Role Specific Skills & Attributes

- Strong leadership skills with an ability to build strong working relationships at pace and influence at all levels
- Great attention to detail and technical aptitude
- An ability to bring teams together and stimulate action
- Strong creative problem-solving skills and an ability to pre-empt challenges
- A strong ability to prioritise effectively and work on multiple tasks concurrently
- A strong customer focus, with a commitment to high levels of service
- An ability to thrive under pressure and deliver in demanding situations
- A proactive and collaborative approach
- A self-starter, with the ability to work independently under minimal supervision
- A passion for continuous improvement and enhancing ways of working

Other Role Requirements



Whakaute
RESPECT



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MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
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This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence



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