

Position Description

Position Title:	Infrastructure Programme Director
Reports To:	Group Manager - Infrastructure
Responsible For:	6 Direct reports
Group and Team:	Infrastructure – Project Management Office
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide leadership over the design and delivery of Council's Major Infrastructure Projects and Programmes. Play a key role in the effective and efficient execution of our capital programme by building strong relationships with delivery partners, driving performance of the internal project management team, and ensuring projects are completed on time, within budget, and to the highest quality standards. Be responsible for the delivery of programmes of work and performance of the PMO team and work with the Group Manager to shape the PMO so it continues to remain fit for purpose into the future.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Leadership

- Lead, coach and motivate team members, promoting employee engagement with constructive feedback, openness, acknowledgement and trust.
- Ensure a workplace culture of shared ideas, problem solving and mutual support within and across teams that empowers others to achieve results that are responsive, well planned, safe and successful.
- Meet organisation goals through the proactive and consistent application of performance and development processes; in accordance with Council's Performance and Remuneration Framework.
- Promptly address concerns relating to the performance of team members so that an appropriate support/development plan can be put in place.
- Ensure sufficient resources are available for the successful delivery of the capital programmes.
- Provide mentoring support for other Project Managers.
- Develop a cohesive team that the high-performance aspirations of ICC Infrastructure.
- Champion a strong health and safety culture and ensure that employees and suppliers are aware of and meet their health and safety obligations.

Project Delivery Capability

- Lead the implementation and management of programme and project governance frameworks and development of appropriate reporting tools which deliver value.
- Review programmes and projects for deliverability including adequate resourcing and accuracy of financial estimates.
- Coach and mentor project sponsors and managers.
- Implement and where necessary develop appropriate Project Management Health and Safety Systems.

Project and Contract Management

- Ensure projects are delivered on time, within budget and scope, meet quality standards, satisfy key stakeholders, and align with recognised project management best practices.
- Deal with escalated issues among the projects to ensure they do not compromise programme delivery, ensuring best outcome for all stakeholders.
- Maximise financial advantage for Council through fit for purpose procurement strategies for projects, ensuring effective procurement/contract management.
- Facilitate constructive discussions to drive project management through Project Control Groups, Council and Governance committees.
- Ensure all reporting is accurate and timely, with all risks and issues identified and appropriate resolution strategies developed and implemented.

Relationship Management

- Establish and maintain close working relationships with internal and external contacts including project and activity managers, suppliers, consultants, and contractors.
- Influence internal stakeholders to achieve the desired outcomes of the PMO and Council.
- Ensure that the relationship between the Council and its key external stakeholders is positive and constructive.

Financial Management

- Ensure the effective financial management of activities and budgets under your control in accordance with Council guidelines, timelines and delegated responsibilities.

- Clearly set out the relationship between the LTP and the Council's Annual Plan, and such plans and strategies in reports recommended to the Group Manager.
- Ensure a professional and well considered business case is presented when requesting a change in resource requirements.
- Establish a single source of truth for the capital works programme in liaison with Finance.

***Note:** Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Bachelor of Engineering or relevant tertiary degree

Desirable:

CPEng accreditation or similar professional body membership

Knowledge, Skills and Experience

Essential:

10 years' experience in delivering major civil engineering projects or work programmes within an infrastructure sector, plus five (5) years at a senior level

Exceptional written and verbal communication skills, including confidence to speak at Council and public meetings

Significant experience in working with engineering consultants and contractors

Deep understanding of contractual and commercial arrangements and procurement for all elements of engineering and construction

Experience in leading teams that are driven on results

Proven results in delivery of large infrastructure programmes and critical projects

Experience working with diverse range of stakeholders and community groups

A proven leader who can manage both strategically and operationally and build trust

Commercially Savvy

Politically savvy

Health and Safety-first mindset

Desirable:

Experience in delivering local authority infrastructure and or working in a large organisation in a capital delivery environment

Knowledge of Te Ao Māori

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.