



Position Description **Team Lead – Capital Works**

This position reports to: Head of Capital Works

Career Level: 22

Position purpose: As a senior member of the Capital Works team, the Team Lead – Capital Works, will assist in leading the development and management of Infrastructure and Property projects within the Capital Works team. Project & Programme management responsibilities include managing 5 water management, road infrastructure, council reserves, buildings, and land development projects, ensuring they are completed to approved parameters, on time and within budget.

The Senior Project Manager – Capital Works, will possess a strong background in project and programme management methodologies, as well as expertise in stakeholder engagement, including collaboration with Iwi. The Senior Project Manager – Capital Works, will have proven experience in the infrastructure and/or property sectors and strong skills in Commercial Management, Programme Management, Quality Management, Coaching & Mentoring, Health & Safety, Communication, Procurement and Risk Management. This role encompasses the full project lifecycle, from initiation through to operational handover to the project sponsor or asset owner(s).

The key areas of responsibility include;

Leadership

- Provide leadership by motivating team members to achieve the goals of the Capital Works Team and Council
- Model Council's values
- Be involved in leading and developing programme and project teams while ensuring they are equipped to meet their objectives
- Mentor, coach and support other project managers or team members
- Identifying development needs of Capital Works Team to foster growth, delivery and build positive relationships with key internal and external stakeholders
- Assist with fostering a culture of continuous improvement by encouraging team members to share learnings, insights and suggestions.

Organised Project Planning and Procurement

- Provide valued and robust advice in support of project impacts that affect Council stakeholders
- Assist the Capital Works and Asset Management planning team in the conceptual pre-planning and scoping exercises for potential and realised projects
- Undertake appropriate project procurement processes, conduct contract negotiations up to the value of approved Council policy, and keep detailed records of procurement
- Engage and instruct external consultants, including valuers, land agents, professional engineers, planners and other Council technical staff where such services are required
- Oversee all aspects of a project from start to finish including handover to Council Operational Leads & teams.

Programme Management

- Responsible for assisting & overseeing programme management of different project areas to ensure alignment with Council's goals and strategic objectives
- Developing and implementing programme plans, coordinating multiple projects to optimise resources, and management of interdependencies
- Ensuring delivery within the agreed project scope, time and budget constraints
- Working collaboratively across different stakeholders to develop programmes to achieve Council's objectives, resolution of complex issues, monitoring of progress, and reporting & mitigation of risks while ensuring adherence to Council quality standards and budgets; Overseeing and providing direction and guidance to project managers
- Effective communication with stakeholders at all levels will be crucial to facilitate collaboration and drive successful programme outcomes

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- Ensuring appropriate change control processes are developed and followed
- Ensuring effective operational hand-over of the project to the Council Operational Leads & teams.

Effective Project Management

- Leading of project control groups / project steering groups as requested to ensure all project resources are being utilised in the most efficient and effective manner
- Ensure project plans are achieved, ensure contract reference information is kept current
- Liaise & collaborate with internal and external stakeholders, project consultants, contractors and sub-contractors
- Identify opportunities to enhance project value through innovative solutions and efficiency improvements
- Attend where required, as Council's representative on Capital Works Group matters and support consultation processes as may apply to various projects
- Prepare reports to the Council and its Committees or executive officers as required on project matters
- Be part of, and provide support to, the Capital Works Leadership Team with assisting on special, large or complex projects of Council

Delivery of Projects

- Ensure project delivery is achieved in line with Council priorities, to the budgets allocated
- Lead projects through to completion
- Oversee commercial management including tendering, budgeting, forecasting, cost control, risk management, value engineering, performance tracking and reporting
- Ensure practical completion inspections are undertaken and defects corrected or remedied
- Oversee the defects and maintenance periods of projects and programmes
- Handover to the receiving department and assist with project reviews where required.

Reporting and Communication

- Responsible for reviewing & writing regular formal reports to the Manager, Project Sponsor, Community stakeholders and Council as required
- Responsible for ensuring an effective agreed communications plan is in place and is followed
- Ensuring all communications are clear and appropriate for the intended audience
- Manage relationships with internal & external stakeholders, consultants and contract resources
- Responsible for ensuring clear communication with all project and/or programme stakeholders;
- Responsible for regular formal programme and project reports in accordance with the Council's Project Management Methodology
- Timely and accurate project reporting of capital programme
- Contribute to the timely development of Annual Plans and Long-Term Plans

Health, Safety and Wellbeing

- Display commitment through actively supporting all safety and wellbeing initiatives
- Ensures own and others safety at all times
- Complies with relevant safety and wellbeing policies, procedures, safe systems of work and Council's event reporting
- Able to proactively identify hazards and report them using the Council's reporting tools
- Lead incident investigations when required.

Other Duties as required

- Undertake duties that are within the broad scope of the role and may be assigned from time to time.

Direct reports: TBA

Indirect reports: Nil

Deliverables

Strategy & Planning

- Monitor the activities and plans of other teams for relevance and impact to own business unit – plan and take action accordingly
- Achieve and maintain a high level of understanding of Selwyn District initiatives, developments, trends and issues
- Manage risk through careful planning and sound judgement

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<p>Goal & Performance Achievement</p>	<ul style="list-style-type: none"> • Support colleagues to achieve their performance objectives (which are aligned with the strategy and goals of the organisation and team) • Support staff, as required, with training and resourcing to complete their work • Develop and maintain a high level of digital literacy within the team • Optimise the use of technology within service area • Evaluate programmes in functional area, ensuring continuous improvement with the customer at the core • Balance prudent expenditure whilst also ensuring fit for purpose activities and programmes
<p>Culture</p>	<ul style="list-style-type: none"> • Role model and ensure full commitment to Council's safety culture • Be seen by all peers and team members as fair and honest with high standards • Operate an effective two-way communication channel and feedback loop – keep people in the know, positively • Be seen as a visible and positively influential leader throughout the organisation
<p>Reporting & Compliance</p>	<ul style="list-style-type: none"> • Prepare timely and informative reports as required • Maintain currency of knowledge with regard to relevant legislation, LG protocols, policies and procedures and ensure compliance by self and others • Routinely capture data that informs future service planning and delivery by team/organisation • Attend and be prepared for all management and council meetings as required
<p>Relationships & Representation</p>	<ul style="list-style-type: none"> • Achieve productive and positive internal relationships across the organisation • Represent the Council carefully and positively in the media (as required for role), in-line with media policy and training • Engage proactively and constructively with Council, Councillors and community boards (as required for role) • Provide an appropriate level of positive visibility in the community • Represent the team/unit/group positively and proactively
<p>Requirements for all staff</p>	<ul style="list-style-type: none"> • Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault. • Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager. • Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies. • Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.
<p>Emergency Management requirements for all Council Staff</p>	<p>Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:</p> <ul style="list-style-type: none"> ➤ Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event. ➤ Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so. ➤ Participate in any required Civil Defence exercises to ensure that essential services are maintained.

Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.
- Accountable and responsible for managing programme and project budgets.

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Minimum 10 years' experience in a Project Management role, working on infrastructure projects • Proven track record of successfully managing complex projects and achieving financial targets • Significant experience with commercial management, programme management, construction management, risk management, tendering, contract, quality & design management processes • A good understanding of the Public Sector environment and a demonstrated understanding of policy and regulatory processes, including Local Government decision-making and operating procedures • Demonstrable experience in the delivery of a range of large complex to small projects on time, within scope, and within budget. • Strong leadership experience, in particular around staff coaching, mentoring and supporting a project management team. • Exceptional written and oral communication skills including presentation, interpersonal and consultation skills • High level of digital literacy especially in MS office (Project, Excel, Office, PowerPoint) 	<ul style="list-style-type: none"> • Experienced in engagement with stakeholders, particularly Iwi and Rūnanga. • Familiarity with community outcomes and community wellbeing. Cognisant of climate and environmental sustainability drivers and responses. • Knowledge of Asset Management Systems • Experience in Local Authority project management services. • Computer aided drafting and other associated design software packages

Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
External consultants	Elected Community Board Members	
Territorial and Regional Authorities		
Government Agencies (incl MfE, MBIE, Work safe NZ, DoC, ECan, Ministry of Justice, Police)		
Non-government agencies		

Senior Specialist Competencies



Eats problems for breakfast. Removes obstacles promptly to enable the team to get on with their work. Thinks methodically, and makes sound, informed decisions.



Does Change Well. Embraces change and creates a culture whereby people are open to and involved in change. Carefully plans for and addresses the associated people impacts.



Builds Togetherness. Shows genuine interest in people and builds trusting relationships with team members and peers. Creates a positive, collaborative, inclusive climate where all people feel part of the team and the organisation.



Rocks the messaging. Ensures people are kept informed. Puts care into ensuring messages and instructions are relevant, interesting, and easily understood.



Tackles the tough stuff. Deals effectively with performance and disciplinary situations. Has the difficult conversations. Takes ownership.



Delivers the goods. Thinks ahead and plans the work of the team accordingly. Ensures work is done well and to time.



Brings out the best. Appreciates that high performance is a journey not a destination. Puts effort into unlocking people's potential.



Sets the tone. Aware of the role of the leader in creating calm and confidence in the team. Monitors own emotions and takes action to stay positive.

Education, Qualifications, Memberships

Essential

- Bachelor's degree in Engineering or similar qualification.
- Project Management Professional (PMP) qualification and accreditation or similar professional project management qualification.

Desirable

- Postgraduate in Engineering / Construction Management / Architecture or similar associated field.
- NZILA reg member or Engineering Chartered Member (CEngNZ) or Chartered Professional Engineer (CPEng)

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.

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