



Position Description – Preconstruction Manager

This position reports to: Head of Capital Works **Career Level:** 22

Position purpose: As a Senior Leader in the Capital Works team, the Preconstruction Manager will work with Preconstruction Engineer(s), Project Managers, Consultants and the Head of Capital Works to support, manage and undertake preconstruction activities of capital works projects. Projects will cover a range of work including, but not necessarily limited to, Community Services and Facilities, Open Spaces and Property, Refuse, Surface Waters, and Transportation. The primary focus is to ensure that capital works projects are well scoped, designed, consented, developed, and delivered in alignment with council and other relevant criteria. The role extends to include technical support during the delivery of construction projects and in some instances may include taking the lead Project Manager role for construction projects. The role ensures preconstruction activities are industry best practice, can be executed effectively, that they align with design standards, legislative and other criteria, meet funding agreements and are delivered timely and efficiently. The position involves internal and external collaboration with multidisciplinary teams, consultants, contractors and stakeholders to ensure compliance, quality, and delivery excellence.

The key areas of responsibility include;

Pre Construction	• Develop robust preconstruction programmes, budgets and methodologies to achieve successful outcomes, in accordance with best practice preconstruction project management. • Review and validate project business cases, designs, scopes and budgets to ensure they are practical, cost-effective, and aligned with project objectives. • Determine property requirements, statutory consent and land designation requirements, gain statutory consents and designations with workable conditions and requirements. • Engagement, instruction and management of external consultants including valuers, land agents, professional engineers and planners, where such services are required. • Management of Council preconstruction technical staff. • Determine and lead site investigations, site surveys and geotechnical investigations. • Lead value engineering, optioneering, safety in design, risk management and safe system processes. • Assess and mitigate constructability issues, ensuring designs are buildable. • Collaborate with designers, planners, and engineers to refine design specifications and ensure compliance with relevant standards, including NZS3910 and NZS 3916. • Prepare project schedules, budgets, risk management plans and procurement plans. • Engage with external and Council stakeholders to align project goals and expectations, and to support inter-department initiatives. • Support and/or lead tender documentation preparation, evaluation and contractor selection process.
Contract Management	• Support Project Managers in the management of construction contracts including the resolution of technical matters that arise during construction. • In some instances, act as Engineers Representative / Contract Administrator or Engineer to Contract / Independent Certifier. • In some instances, Project Management of projects through their construction phase. • Provide valued and robust advice in support of project impacts that affect Council stakeholders. • Assist the Capital Works and Asset Management teams in the conceptual preplanning and scoping of potential and realised projects, including business cases.

- Undertake appropriate project procurement processes, participate as a member of tender evaluation teams, support contract negotiations and tender clarifications, prepare tender evaluation reports and assist Project Managers in the establishment of construction activities.
- In-conjunction with Council policy, research and develop 'best appropriate practice' procurement delivery options that best suit a project and Council.

Compliance & Risk Management

- Ensure adherence to regulations, building codes, and Council policies.
- Identify and mitigate financial and other risks associated with projects, during preconstruction and support Project Managers for same during construction.
- Ensure adherence to applicable regulatory standards.
- Monitor and enforce health, safety, and environmental compliance.
- Conduct quality assurance reviews and audits, addressing non-conformances promptly.

Reporting and Communication

- Track cost against budget and versus progress. Work closely with Head of Capital Works, Project Managers, Project Sponsor, Community Stakeholders and Council as required to monitor and analyse.
- Prepare comprehensive, robust and accurate monthly reports that include cost-to-date positions and forecast out-turn cost positions for all elements within the programme.
- Responsible for ensuring an effective agreed communications plan is in place and is followed.
- Ensure all communications are clear and appropriate for the intended audience.
- Manage relationships with internal and external stakeholders, consultants and contract resources.
- Ensure 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 programme
- Contribute to the timely development of Annual Plans and Long-Term Plans.

Leadership

- Oversee the Preconstruction team, working closely with the Pre Construction Engineer to ensure adherence to Council's processes.
- Conduct regular meetings with members of the Pre Construction team.
- Manage performance to ensure expectations are clear and adhered to.
- Model Council values and abide by our staff Code of Conduct.
- As required, mentor, coach and support other project managers or team members.
- Identify development needs of preconstruction team to foster growth, delivery and to 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.

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: 1

Indirect reports: Nil

Deliverables

Strategy and Planning

- Drive the strategy of the of the Council to be aspirational and focused on high standards of service which reflect the demographics (as appropriate to role)
- Deliver an annual plan, budget and (where appropriate) capital budget on time and in alignment with strategy and overall business plans
- Contribute strategic and detailed information to the development of Council's LTP
- Provide functional input into the strategies and plans of other functions
- Monitor the activities and plans of other business units 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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- Provide expert evidence-based advice and direction to governance and leadership on matters relating to designated area(s)

Goal and Performance Achievement

- Set performance objectives with all staff which are aligned with the strategy and goals of the organisation and team
- Review staff performance and development, providing regular feedback and coaching. Remedy performance discrepancies
- Recruit capable people who are a fit with the culture and values
- Ensure that staff are sufficiently trained and adequately resourced to complete their work
- Ensure a high level of achievement of plans and KPIs within business unit
- Manage and control operating expenses and take prompt action to remedy negative budget variances
- 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

Culture

- Develop a motivated, positive, empowered, psychologically safe, continuously developing team
- Achieve year on year improvements in staff engagement
- Role model and ensure full commitment to Council's safety culture
- Be seen by all direct reports 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 (as appropriate to role)

Reporting and Compliance

- Prepare timely and informative monthly reports (and other 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

Relationships and Representation

- 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

Requirements for all staff

- 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.

Emergency Management

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

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requirements for all Council Staff

Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:

- 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.

Skills and Experience

Essential	Desirable
• Minimum 10 years' experience in a Design Management, Construction Management or Project Management role, working on a range of small to large infrastructure projects. • Proven track record of successfully managing complex projects and achieving financial targets. • Significant experience with design management, consenting, safety in design, constructability, risk management, procurement, and quality assurance processes. • A good understanding of the Public Sector environment, demonstrated understanding of policy and regulatory processes including Local Government decision-making and operating procedures • Strong leadership experience, in particular 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).	• 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 Member	
Territorial and Regional Authorities	Infrastructure and Property Unit	
	Major Projects Team	

Leadership 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	Desirable
Bachelor's degree in Engineering, Construction Management or similar qualification.	- Project Management Professional (PMP) qualification/accreditation or similar. - 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.