

Position Description

Position Title:	Manager – Portfolio Management
Reports To:	Group Manager – Capital Portfolio
Responsible For:	4 Direct Reports
Group and Team:	Capital Portfolio – Portfolio Management
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide strategic leadership of Council's capital portfolio by shaping portfolio management frameworks, governance, prioritisation and assurance so that decisions are aligned to Council's long-term direction, risks and interdependencies are actively managed, and operational leaders have the insight needed to make informed decisions.

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 clear direction, 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, business like, 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.

Portfolio Management

- Lead the strategic design and ongoing evolution of Council's portfolio management framework, ensuring capital investment is governed through consistent standards, clear decision-making disciplines, and alignment to Council's strategic priorities and long-term objectives.
- Provide strategic oversight and assurance across the capital portfolio, identifying emerging risks, delivery constraints, interdependencies and benefits realisation issues, and advising on the implications for investment confidence, sequencing and achievement of Council outcomes.
- Shape the portfolio insight and assurance approach so governance and executive leaders have clear visibility of portfolio performance, strategic risk, affordability, delivery confidence and key trade-offs across infrastructure and digital investments.
- Influence portfolio planning, prioritisation and sequencing across programmes and projects to support organisation-wide alignment, sustainable delivery capacity and informed trade-off decisions in response to changing priorities, risks and constraints.
- Drive organisational portfolio maturity by strengthening governance practice, assurance disciplines, systems and capability, and by embedding a transparent, evidence-based approach to capital investment management across Council.

Communication and Stakeholder Management

- Build and maintain trusted relationships across Council to influence strategic alignment, strengthen portfolio discipline, and ensure leaders have a shared understanding of priorities, risks, dependencies and delivery implications.
- Provide strategic advice and insight to the Group Manager on portfolio performance, emerging issues, investment risk and decision implications, supporting timely intervention and confident leadership oversight.
- Lead strategic communication across the Capital Portfolio function to promote clarity of direction, alignment of priorities, and visibility of dependencies, trade-offs and delivery challenges across the portfolio.
- Enable effective governance and executive decision-making through high-quality strategic reporting, assurance insights and portfolio analysis that supports robust discussion, prioritisation and investment oversight.

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.

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:

Relevant tertiary qualification (e.g. business, engineering, project management, or similar)

Desirable:

Professional certification in programme or project management (e.g. MSP, PRINCE2, PMP)

Knowledge, Skills and Experience

Essential

Strong portfolio and programme management expertise, including prioritisation, risk management, and benefits realisation

Highly effective stakeholder engagement and influencing skills across executive and operational levels

Advanced analytical and reporting capability, with the ability to translate complex information into clear insights

Sound understanding of governance processes within a public sector environment

Excellent written and verbal communication skills, particularly for senior leadership reporting

Proven experience in portfolio, programme, or project management within complex organisations, ideally in capital delivery (infrastructure and/or digital)

Demonstrated success in establishing or improving portfolio management practices

Experience providing strategic advice, portfolio insight and assurance reporting to senior leaders and governance forums

Desirable:

Experience within New Zealand local government or the wider public sector

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.