



Position Description – Project Manager Corporate Plans & Reports

This position reports to: Performance Delivery Team Leader **Career Level:** 20

Position purpose:

As a member of the Performance Delivery Team, the Project Manager Corporate Plans and Reports will be responsible and accountable for:

- Leading the preparation, development, coordination, consultation through to Council adoption and delivery of Selwyn District Council's Long Term Plan, Annual Plans, and Annual Reports.
- Collaboratively working with senior managers and staff across Council, Mayor and Councillors, Audit NZ, stakeholders and ratepayers to develop and produce the Long-Term Plan, Annual Plans and Annual Reports.
- Applying good practice project management methodology to ensure the Council's Long-Term Plan, Annual Plans and Annual Reports are delivered to the required statutory standards and timeframes.
- Providing regular reporting to senior management and stakeholders on the progress in delivering these plans and reports including early escalating risks and issues.
- Completing and implementing lessons learnt review after Council's adoption of each Long-Term Plan, Annual Plans and Annual Reports to drive continuous improvement and value for money.

The functional areas of responsibility include;

Strategic Planning and Coordination	• Lead the end-to-end development, consultation, and adoption processes for the Long Term Plan (LTP) and Annual Plans. • Ensure alignment with Council's strategic objectives, community outcomes, and legislative obligations. • Coordinate input from internal and external stakeholders to ensure robust, transparent planning.
Statutory Reporting and Compliance	• Lead the preparation and Council adoption process for the LTP, Annual Plan and Annual Report, ensuring compliance with the Local Government Act and other regulatory standards. • Manage the audit process in collaboration with Audit NZ, ensuring timely delivery of all required documentation and responses. • Monitor legislative changes to maintain the compliance of corporate planning and reporting documents.
Project Management and Delivery	• Apply structured project management methodologies to oversee the delivery of LTPs, Annual Plans, and Annual Reports. • Develop project plans, schedules, and milestones to ensure timely delivery of key outputs. • Manage cross-departmental workstreams, dependencies, and resource planning to meet statutory deadlines.

	Develop and maintain project risk and issues register in collaboration with Council's Risk Manager.
Performance Monitoring and Reporting	- Provide regular updates, dashboards, and reports to senior management and elected members on the progress of planning and reporting deliverables. - Track key performance indicators, milestones, and deliverables, and ensure early identification and escalation of risks and issues. - Provide data-driven insights and support to inform Council decision-making.
Stakeholder Engagement and Communication	- Facilitate and manage internal and external engagement processes related to planning documents, ensuring transparency and inclusiveness. - Prepare high-quality communications and reports for public consultation, Council workshops, and formal adoption processes.
Continuous Improvement	- Conduct post-implementation reviews after each planning/reporting cycle to capture lessons learned. - Identify and implement improvements to planning, reporting, and engagement processes to increase efficiency, quality, and value for money. - Promote a culture of continuous improvement across the Performance Delivery Team.
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
Goal & Performance Achievement	- 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
Culture	- 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
Reporting & Compliance	- 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

Relationships & 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 requirements for all Council Staff

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:

- 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
- At least 10 years experience in Project Management. - At least 5 years experience in preparing, developing and delivery of Long Term Plan, Annual Plans and/or Annual Reports - Recognised project management qualification e.g. PRINCE 2, PMP etc - Strong and demonstrated ability to build lasting relationships with key stakeholders - Proven ability in partnering with internal and external stakeholders to achieve organisational goals/objectives within a values-based framework - Ability to navigate ambiguity and adapt to changing circumstances - Ability to work under high pressure whilst delivering multiple priorities within statutory timeframes	Local government experience

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	All Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
Non-government agencies	Elected Community Board Members	
	Internal Steering Groups	

Individual Contributor Competencies



Eats problems for breakfast. When faced with a new situation or setback, effectively analyses and uses initiative.



Does Change Well. Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



Builds Togetherness. Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



Rocks the messaging. Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



Tackles the tough stuff. Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



Delivers the goods. Reliable, conscientious, disciplined, and organised. Delivers to a manageable high standard consistently.



Brings your best. Enjoys learning and improving their skills to be the best they can be. Embraces opportunities address development needs. Recognises and celebrates the achievements of others.



Sets the tone. Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

Education, Qualifications, Memberships

Essential	Desirable
- Relevant tertiary qualification in project management, engineering, commerce or equivalent relevant work experience - Project Management Certification e.g. Prince2, Agile, PMP	- Professional membership with a Project Management e.g. Project Management Institute

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.