

Position Description

Position Title:	Project Manager
Reports To:	Manager – Capital Delivery
Responsible For:	N/A
Group and Team:	Capital Portfolio – Capital Delivery
Children's Worker:	No
Delegations and Budget Responsibilities:	As per the Delegations Register

Purpose

To ensure assigned projects within the Project Management Office are delivered on time, on budget and in conjunction with the Invercargill City Council's forward work programme.

Key Relationships

External to Council

- Consultants/Contractors
- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- External agencies and partners.
- Professional organisations.

Within Council

- PMO team.
- Other team members in the Department.
- 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 constructively 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 confidentiality and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices for 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)*

Quality Assurance

- Oversee multiple projects with a focus on budget, timeframes and quality.
- Develop and execute quality project management plans.
- Use best practices to control risk, issue and change.
- Help develop, improve and update standard ICC procedures and policies concerning capital projects.
- Support external and internal project management practices during all project lifecycle phases.
- Champion good reporting and quality assurance across your projects.
- Support the Manager of Capital Delivery and Senior Project Managers with updating and implementing an ICC Project Management Office framework.
- Ensure project closeout procedures are in place and oversee compliance with the guidelines.

Programme Reporting

- Maintain and report on project programmes.
- Regularly engage in workshops, meetings and other programme-related events to ensure ongoing integration of work.
- Collaborate with internal and external project team partners to align milestones and other programme outcomes.

Communication

- Deliver engaging, informative, well-organised presentations between internal stakeholders and external teams and ensure fluid, constructive, and collaborative communication.
- Actively seek feedback from the business units and communicate this to the team to ensure the successful delivery of the project.
- Confidently communicate project goals and outcomes with consultants, contractors and other service providers.
- Attend and actively engage in all necessary project-related meetings.
- Supply timely and accurate reports to project-specific Project Control Groups.

Project Budgeting and Forecasting

- Oversee the project budgets and commitments throughout the life of the project.
- Work with the internal finance team to ensure accurate information is available to the organisation.
- Actively monitor and communicate all budget and time risks and seek support to manage all risks where possible.
- Work closely with all service providers, contractors, and consultants to deliver, forecast and manage budget and time to provide value-for-money outcomes for the Council and city.
- Work with internal teams to champion sound systems and practices to forecast and monitor time and cost risks.
- Take an active role with the Project Management Office team to align programme activities to meet project outcomes, using your experience, best practices and accurate project reporting.

Programme Leadership and Staff Mentorship

- Actively supports all team members and internal staff to deliver projects and other activities across the Project Management Office programme.
- Challenge bad practices and promote sound project management activities that promote Project Management Office development within the Council.
- Balance project delivery tasks with learning and personal development.

- Work with other staff within the Project Management Office to build capacity within the Council to deliver projects well.
- Take pride in the delivery of projects.
- Carry out your role confidently and pass on experiences to others.
- Champion positive project outcomes, such as awards and integration with community and external groups.
- Oversee the project team and influence 'best for project' outcomes.
- Confidently oversee consultant and contractor deliverables and performance across projects.
- Manage and develop a process to transition assets back to the business units.

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

Education and Qualifications

Essential:

Demonstrable Contractor or Client experience (4+ years)

Desirable:

Project management certificate in Prince 2 or PMP qualification

Previous experience leading and managing external consultant teams

Professional body membership (PMI or similar)

Knowledge, Skills and Experience

Essential:

A minimum of four years of demonstrable project or construction delivery experience

Strong leadership with a desire to pass on knowledge and mentor others in the team

Experience Leading Project Management activities, quality assurance, resourcing, financial management, health and safety and risk management procedures

Confident in financial and budget management practices

Promote good health and safety practices and culture

Experience in planning, organising, communicating, and managing workloads and resources to meet deadlines and work requirements

Strong communication skills with the ability to manage and influence stakeholders effectively across large organisations at all levels

A person who can manage both strategically and operationally and build trust

Confident and articulate verbal presentation and listening skills

Understanding of a wide range of project methods with a clear outcome drive and focus

Desirable:

Experience in delivering local authority capital works

Experience working in a large organisation with significant stakeholder engagement

Experience working within a Project Management Office structure

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: 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 regarded 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.