

# Position Description

## Position Title

***Project Manager Operations and Infrastructure***

## Location

Grey District Council, 105 Tainui Street

## Contract Type

Permanent Full Time

## Date

26/03/2022

## How we make a difference (*Our Values*)



Be the Customer



Think excellence



Do the right thing

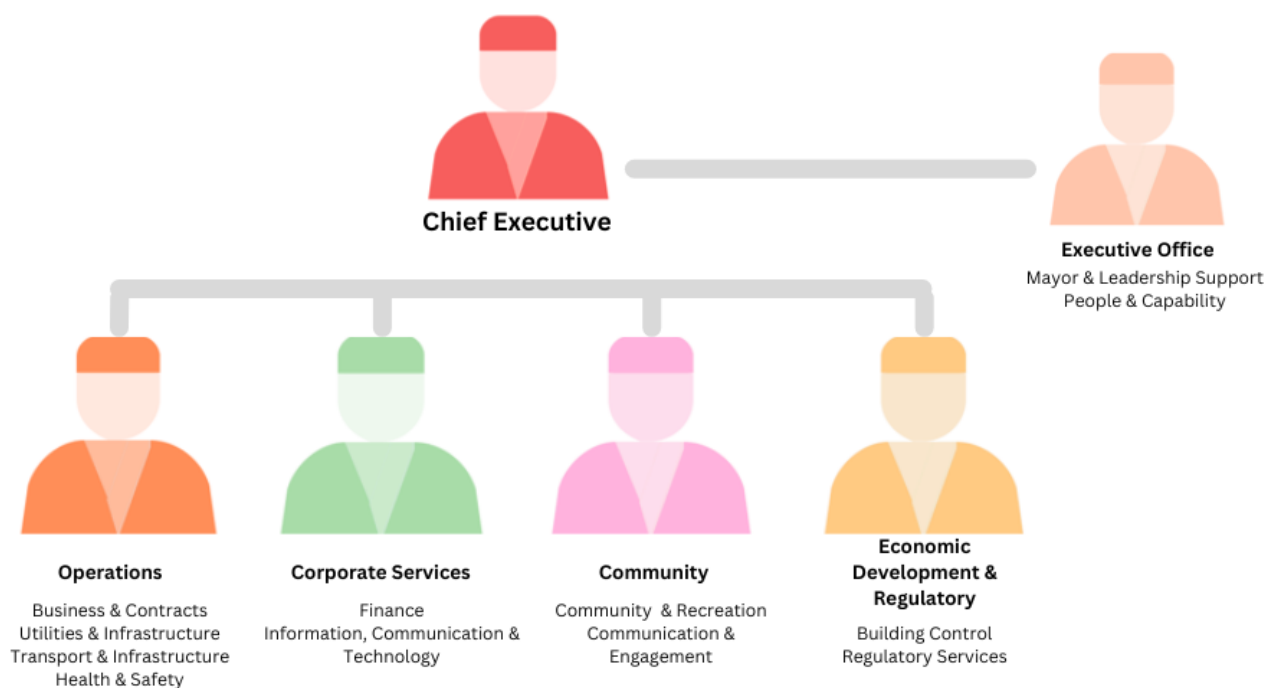


Be Integrity



Lead, together

## Grey District Council Services



# Position Details

## Purpose of Position

The primary purpose of this role is to work as part of the Operation team to support, maintain and actively participate in the development of our services, and to ensure we are operating effectively, efficiently in alignment with our business outcomes.

Core responsibilities include effectively managing assigned projects to ensure successful delivery on time and within budget. Plan and designate project resources, prepare budgets, and monitor progress. Complete projects in alignment with Councils strategic direction and external parties (e.g. MBIE) requirements. Maintain stakeholder engagement, providing regular updates on progress and change throughout each project.

Other responsibilities include applying project management skills and methodologies through own work, and shared across Council through continuous improvement practices. To coach and mentor senior staff working on projects, to improve project management capability. To provide input to continuous improvement initiatives across Council projects and processes.

## Key Relationships

### Responsible to

Utilities and Infrastructure Manager

### Responsible for

N/A

#### Internal

- Chief Executive
- Executive Leadership Team Members
- Staff working on projects
- Mayor and elected members
- All Council Staff

#### External

- Customers and Ratepayers
- Consultants and Contractors
- Community groups and stakeholders
- Project groups
- Service Providers

## Limitations on Authority

This position has no staff or financial responsibilities. However, the Council may from time to time delegate to the officer specified powers and duties which must be exercised with due care and diligence.

## Key Result Areas

### KPI (area of responsibility)

### Measure (successful when)

#### Leadership of the allocated projects

Provide leadership of the project team to effectively manage workflows, deliver strong performance, and create an engaged environment.

Lead the project working parties to deliver project outputs through effective decision-making and teamwork ensuring risk is effectively assessed and managed.

Provide quality assurance on all projects.

Champion project management skills across Council to improve internal capability and enhance Council's reputation.

Projects are completed to a high standard.

Project risk is minimised.

Projects team's knowledge and capability in project management is greater improved.

#### Effective management of projects

Lead the delivery of projects through the application of quality project management methodologies.

Liaise with the Executive Leadership Team to define project outcomes, timeframes, budgets and resources.

Create and maintain project plans incorporating project milestones and deliverables.

Monitor projects and project risks to enable active management throughout project lifecycle.

Review project outcomes and provide input to continuous improvement initiatives for all Council projects.

Project methodologies are applied in a consistent manner.

Project plans are developed and delivered in consultation with the Management Team.

Group Managers are provided support with project identification, scope definition and programming.

Projects are completed within the allocated budget and timeframes.

Feedback and recommendation for project improvements are provided.

#### Stakeholder relationships and communication

Develop and implement communication strategies that enhance Council's reputation, with both elected members and customers.

Liaise with Project Team to identify project stakeholders.

Build and maintain sustainable relationships with all project stakeholders.

Develop a communication plan for the project to ensure appropriate and timely flow of information.

Project plans, budget estimates and programmes are communicated through quality project reporting.

Strong stakeholder relationships are created.

#### Customer service

Exceptional levels of service provided to all customers identified through the lifecycle of the project.

Grey District Council's reputation is enhanced through the delivery of projects.

High quality deliverables on projects are provided.

#### To act within legal boundaries and Council policies

Provide appropriate information in accordance with the Privacy Act, other relevant legislation, and Council policy requirements.

All records are maintained accurately and in accordance with legislation and Council policy

# *Person Specification*

## **Education / Qualifications**

Project management experience is essential, preferably with a \$1million plus budget in an infrastructure environment.

Tertiary level education, preferably at diploma level or equivalent is essential.

People management and leadership experience is desirable.

## **Knowledge / Experience**

Demonstrate excellent relationship management skills.

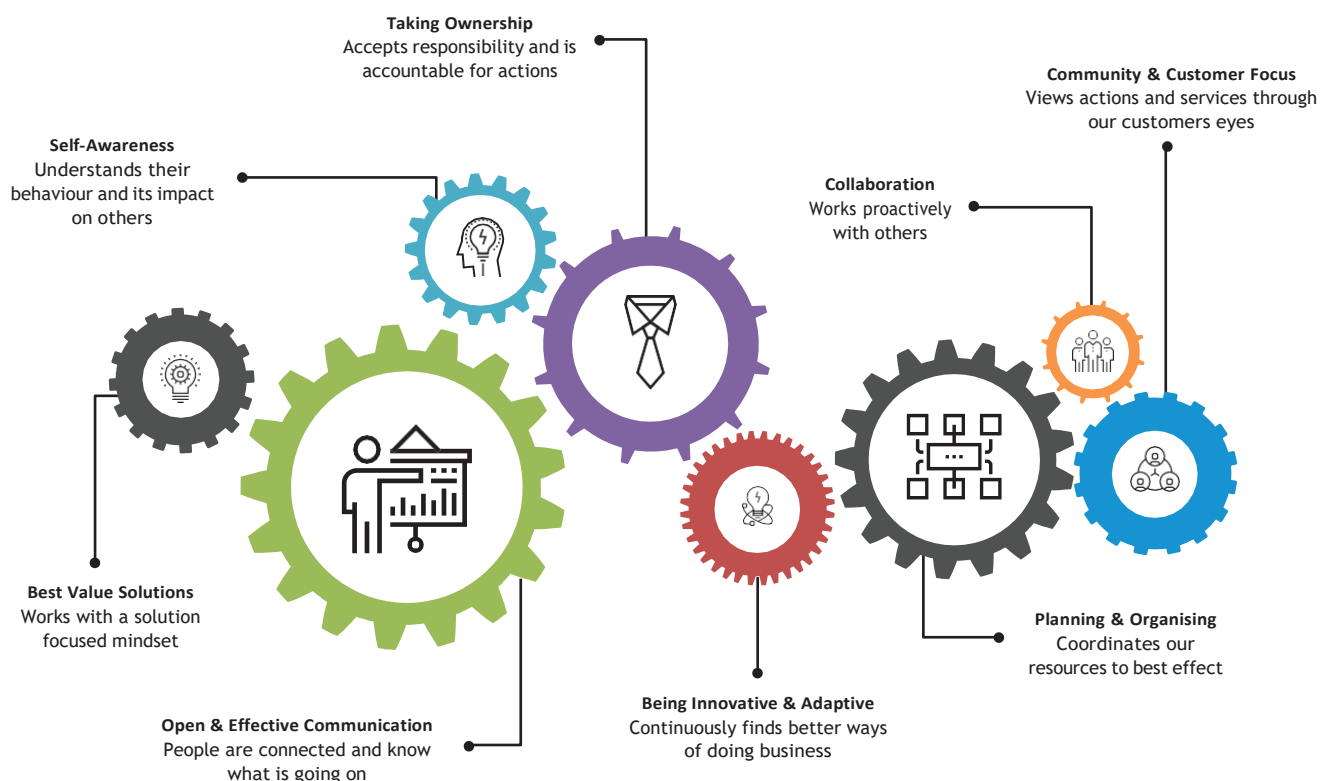
Be highly organised with the ability to work on multiple projects at any one time, prioritising and planning effectively to ensure timely delivery of projects.

Be a self-motivated person and proven team player who consistently delivers a high standard of work.

Be an excellent communicator who can write reports and make presentations to a variety of audiences that are concise and accurate.

Demonstrate strong competency in computer literacy, including MS Office Suite and project management tools.

# Core Competencies



## Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

## Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

**Position Description Approved by**  
(Group Manager)

**Date**

**Position Description Accepted by**  
(Position Holder)

**Date**