



Provide project manager skills in support of Council's Reserves and Facilities projects and asset management activities.

- Project management of assigned capital Reserves and Facilities projects.
- Scope, plan, consent, procure and construction of Reserves and Facilities projects.
- Prepare tender documents, manage budgets, create and maintain project management documentation.
- Promote project management process across council teams to improve community outcomes in Reserves and Facilities.
- Contractor, Tangata Whenua and stakeholder relationships.
- Provide expert knowledge, advice and experience to the Reserves and Facilities team.

## Your opportunity

- To deliver Reserve and Facilities projects from coastal assets, playgrounds, toilets and overall parks concept plan implementation over multiple years.
- Planning- define scope, liaise with stakeholders, develop plans and obtain consents.
- Procure- create tender documents and manage budgets.
- Project Process - maintain project documentation, manage timeline, risks, quality, health & safety and assessments.
- Develop technical specifications for contract documents for implementations of projects physical works.
- Construction - manage contracts and contractors. Be solution focused and make sure projects are delivered on time and to budget. Demonstrated success in managing contractors.
- Handover - all asset data including as built and capitalisation are completed for any projects undertaken and assists other parks team members for the updating of asset management systems.
- Work collaboratively within reserves team and with the wider organisation, iwi and stakeholders, leading better outcomes for the community.
- Contribute to improvement of technical specifications, project management processes and procurement within the Reserves Team.
- Involvement with varying degrees of report preparation, reserve management planning, Council quality management system input, and any other duties as required.

## Your knowledge and experience bring

### Technical skills

- Knowledge of local government legislation and statutory requirements relevant to the position and knowledge of Council processes (RMA, Reserves Act & LGA).
- Excellent communication skills both oral and written along with experience in report writing.
- Project management of infrastructure - reserves and facilities projects. This includes construction contracts and procurement experience.
- Great people skills. You actively listen, empathise, and positively influence stakeholders. You can articulate clearly and effectively with contractors, staff, public, tangata whenua and various stakeholders.
- Proven experience collaborating with design professionals, construction contractors, archaeologist and playground suppliers.
- Extensive ability in the use of relevant software for word processing, spread sheeting, project management, asset management, financial control and business management.
- Experience working with Heritage New Zealand and undertaking physical works within the confines of an Authority to Modify.
- Understanding of NZ Playground Standards.
- Financial literacy.

### Qualifications

- Bachelors qualification in engineering or related field.
- Project Management training (PRINCE2 or similar).
- Minimum of five years experience.
- Member of relevant professional body or project management institute.
- Current full driver's license.

## Your skills

These are your personal qualities which combined with your skills will showcase your performance in the role.

### Quality orientation

Promotes and maintains high standards of quality at work. Applies discipline and a detail orientation to work activities and constantly looks for ways to improve the quality of products or services. Encourages others to have high quality standards in their work.

### Creativity

Coming up with new ideas, approaches or solutions.

### Self Knowledge

Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive and is receptive to talking about performance (+’s and –’s).

### Planning

Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

### Problem solving

Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

### Relationship management and collaboration

Develops relationships with a diverse group of people across levels and functions for work and/or non work related goals. Gives equal attention to internal as well as external customer requirements. Handles disagreements and conflicts and seeks to resolve them. Understands others' underlying concerns, emotions and feelings. Focuses on building diversity as well as depth of relationship with peers and customers. Informs, educates and creates awareness in others towards the emerging needs to

develop relationships. Shows and encourages mutual respect.

## Role dimensions

### People responsibilities

0 direct reports

### Delegated financial responsibilities

Controls a budget	<b>No</b>
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Maximum that may be spent without reference to manager	<b>\$10,000</b>
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Jobholder is responsible for committing the organisation to long-term contracts	<b>No</b>
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## Health and Safety

The health, safety and wellness of our people is essential. We are all responsible for ensuring the health, safety and wellbeing of ourselves and others. This fundamental principle is at the forefront of every action and decision we make.

# Why the Western Bay whānau is so special

## We're a Council influencing positive change for its people

Everything we do is designed to enable and inspire our people to make the most of their opportunities.

We are proud of our culture that empowers everyone to be great and to succeed professionally and personally. We do this through a competitive range of opportunities and an inclusive working environment.

## Our whānau

We make things better through the principles and values of:

### Whanaungatanga

Shared experience and working together which provides a sense of belonging.

### Manaakitanga

Integrity, sincerity and trust.

### Creating value

Going the extra mile to deliver the right result.

### Working together

Working as a team to get things done and looking after each other.

### Professionalism and integrity

Knowing what we do and doing what we say.

### Caring for our customers

Understanding our customers and being adaptable in our approach.

### Health and Safety

Our vision is "together, we get all our people home safe and well everyday."