



SOUTHLAND
DISTRICT COUNCIL

POSITION DESCRIPTION

Senior project manager

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Manager

- project delivery manager

Responsible for

- no direct reports

Purpose of the role

- ensuring the delivery of assigned work within the capital projects programme utilising best practice project management methodology



OUR VALUES

CREATING OPPORTUNITIES

Strive for continuous improvement

Embrace change, see it as an opportunity

Seek to learn

Question the status quo

TAKING OWNERSHIP

Deliver on promises

Do what you say

Walk the talk

Own mistakes and learn from them

Be up front

Do the right thing at the right time

Be solution focused

WORKING TOGETHER

Demonstrate honest, open and appropriate communication

Open to feedback

Actively listening

Courageous conversations

Respecting each other

Supporting

Treating fairly

Recognising needs

Building and maintaining relationships

Sharing knowledge and expertise

BEING PROUD TO BELONG

Have a sense of belonging to SDC and the community

Have enthusiasm for Southland

Wanting the best for Southland

Be proud of what you do and how you do it

OUR VISION & MISSION

One community offering endless opportunities.

Working together for a better Southland.



KEY RELATIONSHIPS

Who does the job holder work for or interact with?

Internal Relationships

- all staff and councillors

External Relationships

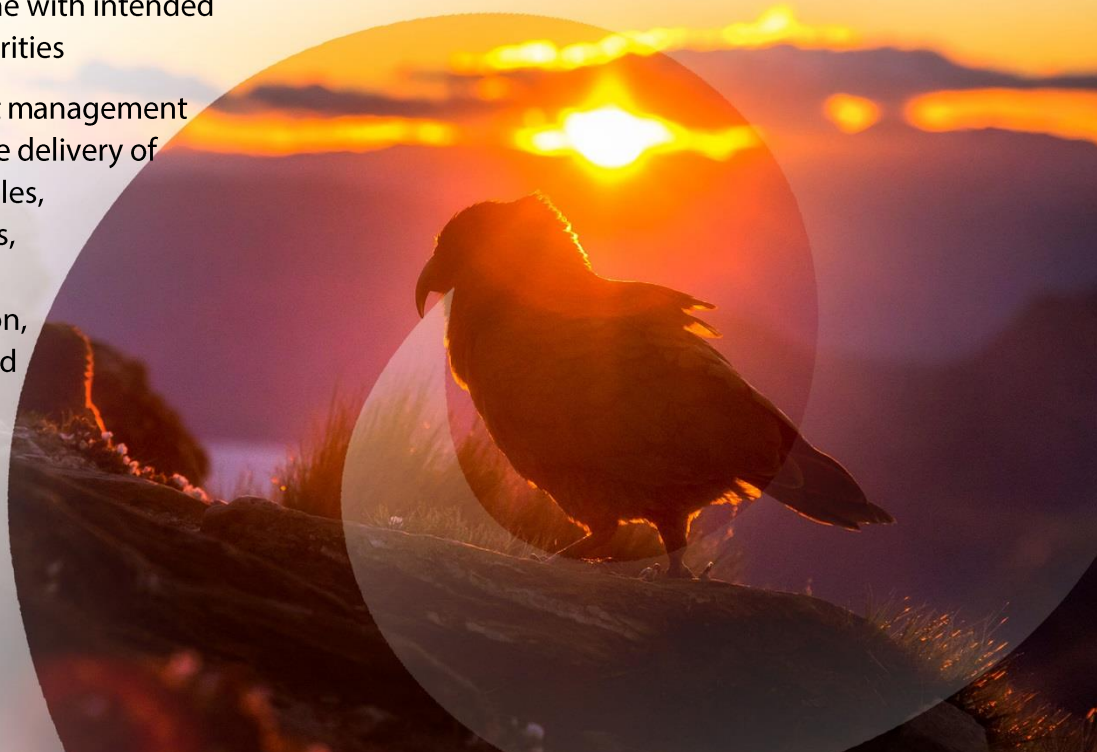
- elected representatives
- contractors
- external suppliers and vendors

KEY ACCOUNTABILITIES

The key responsibilities are provided as a guide only.

Performance measures for this job will need further discussion between the job holder and manager as part of the performance development process.

- ensuring projects are delivered on time, in scope, on budget and in a customer and community centric manner
- establish collaborative relationships with staff, contractors and regulators to ensure that project objectives are met and a quality customer focused service is delivered
- develop scope, design and objectives, involving Iwi, Community Boards and all other relevant stakeholders
- ensuring technical feasibility on all projects
- undertake risk management analysis throughout the life of the projects to understand and minimise risk to Council
- produce project related business cases as required
- ensure appropriate asset detail is populated and provided through the project handover process
- work closely with activity managers to ensure projects are delivered in line with intended project objectives and priorities
- ensure appropriate project management processes are utilised in the delivery of projects, including; schedules, work breakdown structures, budget vs actual tracking, appropriate communication, reporting, procurement and contract administration
- SQE oversight on projects including performance monitoring and auditing
- liaison with elected representatives as necessary around project delivery
- work closely with all groups within the organisation to ensure alignment with commitments including budgets, engagement, community aspirations and strategic objectives
- instil a professional and consistent approach to project management within Council
- provide leadership, mentoring and guidance to project managers and assistant project managers as required
- contribute to and be an integral part of an effective and cohesive project delivery team.





ORGANISATIONAL ACCOUNTABILITIES

- Undertake other activities, duties or projects (including “internal projects”) as directed by your Manager/Group Manager in an efficient and effective manner.
- Attend and participate in Emergency Operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.
- Assist Council, as required, in managing a civil defence event, having due regard to the safety of your family
- Responsible for the safe management of Group activities and to support and enable the CEO and the Council as a PCBU to fulfil their duties under the law.
- Champion, comply and promote the Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

EDUCATION & QUALIFICATION

- NZCE-Civil or NZDE-Civil ideally with a minimum of eight years' experience in the delivery of complex engineering projects of a similar nature
- project management qualification

KNOWLEDGE EXPERIENCE & SKILLS

- significant project and contract management experience on similar projects
- proven financial/budget management experience
- computer literacy - MS Office suite - high level of excel skill
- ability to develop strong, honest relationships built on trust with external and internal stakeholders
- maintain a professional standard of interpersonal communication, including facilitation and conflict resolution skills
- well organised and consistent in setting, prioritising and meeting deadlines
- works collaboratively with others to enhance and/or develop team performance
- takes responsibility and accountability for their own actions and day-to-day decision-making
- excellent communication, presentation and facilitation skills
- technology savvy
- experience in working within a local authority and with communities
- leadership and people management skills to create a high performing team
- ability to influence and engage stakeholders in change initiatives.



STRUCTURE

Where does my role fit?



AGREED BY

JOB HOLDER: _____

CHIEF EXECUTIVE: _____

DATE: _____



LEADING THE WAY

