

SHAPING AN
AWESOME
HAMILTON

PROJECT MANAGER

INFRASTRUCTURE AND ASSETS

WHY WE ARE HERE

To improve the well-being of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - *kia urutau*/adaptability, *kia ngaawari*/simplicity, *kotahitanga*/inclusiveness, *kaitiakitanga*/guardianship, and *kia manawanui*/ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the Infrastructure and Assets group. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure

Approved - Kyle Beetham	Date - 12/12/2024
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WHAT YOU WILL DO

Reporting to the People Manager in the Design and Delivery Unit, you will have a budget responsibility of up to \$10m p/a (project and programme of works dependent).

You will have a delegated authority of \$10,000.00.

KEY OUTCOMES

Some of the **key outcomes** for this role include:

Project Management

- Delivery of assigned civil infrastructure delivery projects in accordance with Annual Plan and 10 Year Plan timeframes, whilst ensuring appropriate and value for money outputs.
- Project planning, scope refining and verification, investigation, design, procurement, contract management, commissioning, quality assurance and close-out are carried out in an efficient, systematic and well documented manner in accordance with HCC's project management framework and methodologies.
- Prepare project business cases as required.
- Project management plans are completed according to the given outcomes, budget and benefits for all the assigned projects.
- Projects are delivered within agreed constraints of minimised operational disruption, time, cost, specification and approved variations to a quality acceptable by the business owner.
- Complete preparation and presentation of project reports.
- Co-ordination of required project designations, resource consents or other legislative requirements, including ongoing management of conditions.
- Co-ordination of required project land procurement and/or works consents
- Ensure consultation is carried out as agreed, with all key stakeholders (internal and external) at appropriate stages of project planning and delivery.
- Develop and maintain appropriate and up to date project risk management registers.
- Identification of project resourcing requirements, including procurement and management of design and physical works contracts.
- Project close out processes including handover to operations, providing trainings and ensuring operations and maintenance manuals, as-built drawings, asset data schedule, capitalisation of assets are completed within a timely manner and to the required standard.

- All customer enquiries and information requests are responded to within required timeframes.

Contract Management

- Consultancy and physical works procurement including advertisement, evaluation and award of contracts in accordance with the work programme and in compliance with approved Council Procurement Policies and Procedures.
- Overall project delivery monitoring, supervision and quality assurance of assigned contracts.
- Management of assigned consultancy (investigation and design) and physical works contracts in a professional manner and with no justified adverse key stakeholder, consultant and/or contractor feedback on performance.

Financial Management

- Ongoing project budget management, monitoring, forecasting, capitalisation and reporting.
- All significant variations reported and explained promptly.
- Ensure compliance with all HCC procurement processes and delegations.

Health and Safety

- Actively participate, comply and engage in all health and safety activities, policies, and practices including Civil Defence.
- Health and Safety policies and procedures are adhered to enabling a safe and hazard free work environment for all staff, contractors and members of the public
- Incorporation of Safety and Wellbeing consideration throughout design, procurement and project delivery.
- Completion of project safety and wellbeing audits.

Organisational Contribution

- Contributes to special projects as required
- Participates in Civil Defence emergency events and training if required
- Improves work processes and systems.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE, AND EXPERIENCE

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You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

YOU BRING TO THE ROLE

- Proven leadership skills with demonstrated ability to articulate the corporate vision and take people on a change journey
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard
- Experience in civil infrastructure project delivery, vertical infrastructure project delivery or developer relationships in relation to urban growth projects
- Experience in project management of multiple and large-scale projects including the necessary supply chains and associated contracts
- Stakeholder management skills and experience.
- Proven oral and written skills including accurate financial reporting
- Makes effective and timely decisions under pressure and thinks and manages clearly during times of rapid change
- Communicates information in a way that increases understanding of issues and builds positive relationships with groups in a timely manner
- Ability to effectively manage time and meet multiple programme deadlines
- Understanding of Health and Safety Law and practices
- Excellent interpersonal communication skills
- Current clean driver's license

Desirable

- Tertiary qualification in Project Management and /or Civil Engineering fields
- Project management accreditation (for example, Prince2 or PMP) or equivalent
- Minimum 5 years' experience in project management
- Technical experience in project delivery relating to key sectors of 3 Waters, Transport, Community facilities, urban development, event venues or parks and recreation
- Proven record of managing and completing multiple large scale (\$1m+) projects and/or programmes of work to time and budget
- Demonstration of managing complex projects in multiple hazard environments
- Experience in tender evaluation
- Experience in construction management, including civil infrastructure/ vertical build contract monitoring and supervision
- Success in working in a complex organisation
- Success of working within the public sector, ideally in local government
- Communications skills in relation to projects and engaging with the community
- Customer relationship management experience
- Understanding of the business case process for projects
- Experience in budget setting and project/contract financial management
- Coaching and mentoring leadership skills

NOTE: This position description is a broad outline of the key activities and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the team leader/manager to accommodate the operational needs of the team.

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HEALTH AND SAFETY

- All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing initiatives and programmes as required.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.