



SHAPING AN
AWESOME
HAMILTON

PROGRAMME MANAGER - DESIGN & DELIVER

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 Design and Deliver team within the **Infrastructure and Assets** group. This programme management role has a strong focus on weaving together people and projects through lasting relationships to achieve long term wellbeing outcomes for the community.



WHAT YOU WILL DO

The purpose of the Design and Deliver team is to enable efficient and effective delivery of infrastructure portfolio, programmes and projects, so that together, we can provide public places and services that make Hamilton a more safe, attractive, and liveable city.

Reporting to Portfolio Manager Service Improvement and Renewals and Compliance, you will have primary responsibility for the successful delivery of funded or emerging workstreams across a number of infrastructure programmes. Key to this will be the expertise you provide the activities for programme set up, delivery sequencing through to realisation of benefits and closure.

As a Programme Manager, you will partner with the business owner teams to set direction for the programme and proactively manage programme benefits, risks and opportunities while leading towards a shared vision. You will use your influence to establish strong relationships internally and externally and will leverage these to deliver great outcomes.

Reports to	Portfolio Manager Service Improvement R&C Standing.
Responsible for (total number of staff)	0
Delegation	\$250,000
Budget	\$

KEY OUTCOMES

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

- Develop clear direction for the programme that can be shared and implemented across the organisation and with key programme partners and agencies.
- Build and lead a collaborative programme team from multiple functions internally and externally.
- Form strong relationships with senior leadership, Elected Members, iwi, partners, and agencies that can be used to inform and shape strategy and outcomes.
- Identify and engage with the community, residents, and industry partners to maximise opportunities for collaboration and effective delivery.
- Advocate the programme vision and wellbeing outcomes internally and externally.

- Managing strategic programme risks and issues that may impact on programme outcomes.
- Transparent and accurate financial monitoring of the programme – you will be the key to financial performance monitoring.
- Negotiate resources and coach and support the project delivery team to successfully deliver outcomes of the programme.
- Coaching and supporting project managers and other support roles to successfully deliver project and programme outputs aligned with programme outcomes.
- Regularly monitor, report on and review programme progress to tell the story from a community perspective.
- Actively participate, comply, and engage in all health and safety activities, policies, and practices

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

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

- A curious mind with a continuous improvement drive and comfort with ambiguity.
- Proven leadership skills with demonstrated ability to business partner and take people on a change journey.
- Self-awareness and the belief that mindset is the foundation of performance, and an ability to develop self and others in this regard.
- At least 5 years’ experience on financial, construction programmes or project management.
- Demonstrated success in leading significant projects and programmes of work.
- Ability to innovate and maintain a big-picture focus within an operational context.

- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).
- Political acumen – the ability to engage with and influence Elected Members.
- Advanced written communication and presentations.
- Skilled in consulting with other cultural and community groups that have vested interests.
- Ability to operate independently, anticipate requirements and monitor workload.
- Excellent analytical and problem-solving skills.
- Financial analysis skills.
- Tertiary qualification in Project Management and /or Civil Engineering fields
- Project Management, Programme Management training.
- Project management accreditation (for example, Prince2 or PMP) or equivalent (preferred, but not essential).
- Understanding of obligations of local and central government under the Treaty of Waitangi.
- Experience working in local government (preferred, but not essential).
- Current full driver's license.

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.