

# Tūranga Mahi / Position Description: *Senior Project Manager – IAF*

***Nāu te rourou, nāku te rourou ka ora ai te iwi***  
*With your basket of knowledge, and my basket of knowledge, all will be well*

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Maori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role<sup>1</sup>.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

## TE ĀHUA O TE MAHI - POSITION SPECIFICATION

<sup>1</sup> This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

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| <b>MAHI - POSITION:</b>                                      | Senior Project Manager – IAF  |
| <b>RANGATIRA - REPORTS TO:</b>                               | Programme Manager – IAF Stormwater Programme  |
| <b>KĀHUI - GROUP:</b>  | Organisational Performance & Innovation   |
| <b>TAUNGA MAHI - LOCATION:</b>                               | Civic Centre  |
| <b>PŪTAKE - POSITION PURPOSE:</b>                            | <p>The Project Manager will be responsible for the day-to-day management of stormwater infrastructure projects within the IAF Stormwater Programme. This role involves coordinating all project elements, managing resources, ensuring timely delivery, and monitoring risks and issues.</p> <p>The Project Manager will work closely with stakeholders and the Senior Project Manager to ensure the successful delivery of infrastructure that aligns with the broader programme objectives.</p>   |
| <b>NGĀ WHAKARITENGA - DELEGATIONS</b>                        | <p><b>Direct reports</b></p> <ul style="list-style-type: none"> <li>NIL</li> </ul> <p>Authority Level</p> <ul style="list-style-type: none"> <li>The Project Manager has the authority to make decisions within the scope of the approved project plan, subject to approval from the IAF Programme Manager.</li> </ul> <p>Budget Management</p> <ul style="list-style-type: none"> <li>Control, monitor and report on the assigned project budgets, ensuring alignment with the approved financial plan.</li> </ul> <p>Contract Management</p> <ul style="list-style-type: none"> <li>Manage day-to-day interactions with contractors, escalating significant variations to the IAF Programme Manager.</li> </ul> |
| <b>HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal</b> | <ul style="list-style-type: none"> <li>Mayor and Elected Members</li> <li>Te Tatau o te Arawa</li> <li>CE's Group</li> <li>Manahauatu Te Arawa Partnership</li> <li>Destination Development</li> <li>Organisational Performance &amp; Innovation</li> <li>Infrastructure &amp; Assets</li> <li>Chief Financial Officer</li> <li>People &amp; Culture</li> <li>Community Experience</li> </ul>   |

**HONONGA WAIWAI –  
KEY RELATIONSHIPS:  
Rāwaho - External**

- Council stakeholders
- Contracted service providers
- Technical professionals in your field
- Consultants and Contractors
- Auditors
- Local Iwi groups
- Neighbouring local authorities
- Mayor and Elected Councillors
- Central Government Departments (in particular; Kainga Ora, NZ Transport Agency, Ministry of Housing and Urban Development)
- Local Government New Zealand (LGNZ)
- Media and professional groups
- Regional Council
- Chamber of Commerce
- Te Arawa Entities
- Rotorua Community & Partnership
- Police
- Māori Wardens
- Neighbourhood support

**NGĀ MAHI MATUA -  
KEY  
ACCOUNTABILITIES:**

**Project Management**

- Develop and manage detailed project plans, including timelines, milestones, and deliverables for stormwater infrastructure projects.
- Coordinate the delivery of infrastructure projects in line with the overall IAF Programme plan, ensuring they meet Council's project management standards.
- Manage the day-to-day execution of the project, including overseeing contractors and ensuring adherence to project schedules.

**Risk and Issue Management**

- Identify, assess, and manage project-specific risks and issues, escalating any significant concerns to the IAF Programme Manager.
- Implement mitigation strategies and adjust project plans as needed to address challenges.

**Stakeholder Engagement**

- Build and maintain strong relationships with key stakeholders, including iwi, local government authorities, contractors, and community groups.
- Provide timely and clear communication to stakeholders about project progress and any potential impacts.

**Contract and Supplier Management**

- Oversee the performance of contractors and suppliers, ensuring compliance with agreed contracts.
- Assist with contract variations and manage the relationships with key service providers to ensure smooth project execution.

**Financial Management**

- Monitor project budgets to ensure that resources are used effectively and within approved tolerances.
- Track project expenditures and provide regular updates to the IAF Programme Manager.

**Quality Assurance**

- Ensure all project outputs meet required quality standards and are delivered on time.
- Conduct regular reviews and audits to ensure project deliverables meet Council and regulatory standards.

**Governance and Reporting**

- Provide regular updates and reports to the IAF Programme Manager, ensuring transparency around project performance.
- Ensure compliance with all governance frameworks and protocols throughout the project lifecycle.

*NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.*

There will also be the annual delivery of agreed KPIs.

## TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

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| <p><b>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</b></p> | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Civil Engineering, Project Management, or a related field.</li> <li>• 5+ years of experience managing infrastructure or construction projects, preferably within the stormwater sector.</li> <li>• Formal project management certification (e.g., Prince2, PMP, or equivalent).</li> <li>• Experience working within local government or central government-funded programmes.</li> <li>• Proven experience managing stormwater infrastructure projects.</li> </ul>  |
| <p><b>NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</b></p>   | <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to manage complex infrastructure projects and ensure they are delivered on time and within budget.</li> <li>• Strong skills in project planning, execution, and reporting.</li> <li>• Proven ability to identify, assess, and manage project risks and issues.</li> <li>• Excellent relationship management skills, with the ability to work effectively with a wide range of stakeholders.</li> <li>• Skilled in contract and supplier management.</li> <li>• Strong capability in budget tracking and financial reporting.</li> <li>• Knowledgeable in quality assurance, ensuring deliverables meet industry standards and compliance requirements.</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Resilience: Ability to work under pressure and manage competing demands.</li> <li>• Initiative: Proactive in addressing project issues and ensuring successful delivery.</li> <li>• Collaboration: Able to work as part of a wider team and contribute to the overall success of the IAF Stormwater Programme.</li> <li>• Integrity: Upholds high ethical standards and acts with transparency and accountability.</li> </ul> |

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| <p><b>NGĀ UARATANGA -<br/>VALUES:</b></p> | <p style="text-align: center;"><b>Tatou Tatou – We Together<br/>Kotahi Tatou – One Community – One Team</b></p> <p><b>WHY WE DO IT.....</b><br/>We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p><b>HOW WE DO IT.....</b><br/>We do this by working in partnership, making it simple and solutions focused</p> <p><b>WHAT WE DO.....</b><br/>We provide quality services for our community and people to prosper</p> <p><b>OUR CORE VALUES – PEOPLE FIRST</b></p> <p><b>RESPECTFUL:</b> Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p><b>HELPFUL:</b> Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p><b>ENGAGING:</b> Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p><b>INSPIRING:</b> Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p><b>INNOVATIVE:</b> Find solutions, Progressive, Continuous improvement, Empowered</p> <p><b>BICULTURAL:</b> Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p> |
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