

Tūranga Mahi / Position Description: *Senior Project Manager – Capital Delivery*

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 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.

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. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety 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 and safety 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.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Senior Project Manager – Capital Delivery
RANGATIRA - REPORTS TO:	Capital Delivery Controls Manager
KĀHUI - GROUP:	Organisational Performance & Innovation
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	<p>The Senior Project Manager is responsible for the end-to-end delivery of complex capital projects within the Capital Delivery project portfolio. This includes planning, coordination of all project elements, management of resources, and ensuring delivery within approved time, cost, scope and quality parameters.</p> <p>The role provides leadership across assigned projects, ensuring alignment with programme and organisational objectives, and maintaining robust governance, risk management and reporting throughout the project lifecycle.</p> <p>The Senior Project Manager works closely with Project Sponsors, Programme Managers where applicable, and key stakeholders to ensure successful delivery of project outcomes.</p>
NGĀ WHAKARITENGA - DELEGATIONS	<p>Direct reports</p> <ul style="list-style-type: none"> • NIL <p>Authority Level</p> <ul style="list-style-type: none"> • The Senior Project Manager has the authority to make decisions within the scope of the approved project plan, subject to approval from the Project Sponsor and, where applicable, the relevant Programme Manager, in accordance with delegated authority and governance requirements. <p>Budget Management</p> <ul style="list-style-type: none"> • Control, monitor and report on the assigned project budgets, ensuring alignment with the approved financial plan. <p>Contract Management</p> <ul style="list-style-type: none"> • Manage day-to-day interactions with contractors, escalating significant variations to the Project Sponsor and, where applicable, the relevant Programme Manager.
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahauatu Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience

**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 capital projects.
- Coordinate the delivery of projects in line with relevant project plans, 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 project sponsor.
- 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.
- Administer contract variations and manage the relationships with key service providers to ensure smooth project execution.

Financial Management

- Manage project budgets to ensure that resources are used effectively and within approved tolerances.
- Track project expenditures and provide regular updates to the project sponsor and governance groups.

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 Capital Delivery Manager, Project Sponsor, relevant governance forums, and where applicable the relevant 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

<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required:</p> <ul style="list-style-type: none"> • Bachelor's degree in Project Management, Construction, Civil Engineering or a related field. • 5+ years of experience project managing a broad range of construction and operational projects. • Formal project management certification e.g. PRINCE2 practitioner. • Experience working within local government or central government-funded programmes. • Proven experience managing a broad range of projects from ideation to completion.
<p>NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<p>Competencies</p> <ul style="list-style-type: none"> • Demonstrated ability to project manage complex projects and ensure they are delivered on time and within budget. • Strong skills in project planning, execution, and reporting. • Proven ability to identify, assess, and manage project risks and issues. • Excellent relationship management skills, with the ability to work effectively with a wide range of stakeholders. • Skilled in contract and supplier management. • Strong capability in budget tracking and financial reporting. • Knowledgeable in quality assurance, ensuring deliverables meet industry standards and compliance requirements. <p>Attributes</p> <ul style="list-style-type: none"> • Resilience: Ability to work under pressure and manage competing demands. • Initiative: Proactive in addressing project issues and ensuring successful delivery. • Collaboration: Able to work as part of a wider team and contribute to the overall success of the Capital Delivery Team. • Integrity: Upholds high ethical standards and acts with transparency and accountability.