



Tūranga Mahi / Position Description:

Information Solutions Project Manager

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:	Information Solutions Project Manager
RANGATIRA - REPORTS TO:	Chief Information Officer
KĀHUI - GROUP:	Organisational Performance & Innovation
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	Provide project management, stakeholder engagement, and lead change initiatives across the Information Services work programme.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: NIL
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• CE’s Group • 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 • Neighbouring local authorities • Regional Council

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	• Plan, execute, and deliver technology projects that meet agreed business objectives, timelines, budgets, and quality standards. • Manage and coordinate projects throughout all stages of the project lifecycle, including undertaking all project administration tasks. • Determine project baselines including scope, schedule, and budget. • Ensure that project success criteria to measure performance (such as time, cost, quality, safety, and people satisfaction) are considered and reviewed regularly. • Identify and manage risks and issues, formal change control, and quality control. • Ensure disciplined and professional document control and storage. • Provide support to the wider Information Support team to maintain records of projects and progress in a timely and centralised way. <i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i> There will also be the annual delivery of agreed KPIs.
TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	
NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required • Tertiary qualification in Project management. • 5+ years' experience in professional project management. • Knowledge and experience of Microsoft Project/ Planner and scheduling. • Working knowledge of the TechnologyOne product suite. Desirable • Advanced skills and knowledge of the Microsoft product suite. • A deep understanding of the work and challenges within local government.

NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Well-developed interpersonal and relationship engagement skills, including the ability to build effective relationships with key vendors and project resources. • Proven ability to work collaboratively as part of a team and get things done. • The ability to sensibly build the Information Services programme of work, factoring in staff availability, the minimisation of disruptions to the wider organisation, and the reduction of risk. • A history of being a high performer who consistently delivers agreed performance outcomes and outputs. • Strong communication skills, both written and oral. • Strong attention to detail, high quality standards, and excellent organisational skills with the ability to multi-task. • Proactive engagement and acceptance of accountability and problem solving.
NGĀ MĀTĀPONO: VALUES	Tai Kawenga – The Flowing Tide Tai means tide or current Kawenga refers to values - Those things we carry inside us, and those things that carry us - in our day-to-day lives. Those principles that we value are the ones we take with us. Purpose Speaks to why we exist and it is expressed through three ideas that reflect our vision 😊 Customer focused 🤝 Community driven 🧡 People at the heart Promise 🤝 What we commit to delivering, every day Practices 😊 How we behave Principles 🌸 The values we believe in and stand by: Stronger together - Lead with integrity - Challenge and innovate - Steward our future