



Tūranga Mahi / Position Description:

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:	Project Manager Capital Delivery
RANGATIRA - REPORTS TO:	Capital Delivery Programme Manager
KĀHUI - GROUP:	Organisational Performance & Innovation
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	The Project Manager Capital Delivery will work closely with Senior Project Managers and Programme Managers to execute project plans, manage risks, coordinate resources, and engage stakeholders to achieve successful project outcomes. This role ensures projects are delivered on time, within budget, and to the required standards, while maintaining compliance with governance, financial, and regulatory requirements.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • Nill Budget Management • Supports the financial oversight of project budgets, ensuring alignment with approved funding allocations.
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū 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 • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors • 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
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NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	Project Planning & Execution • Develop, implement, and monitor project plans, schedules, and budgets in alignment with approved scope, cost, and timeline. • Coordinate the activities of contractors, consultants, and internal teams to ensure smooth project delivery. • Identify, assess, and mitigate risks and issues, escalating significant concerns to the Senior Project Manager or Programme Manager. • Maintain compliance with ISO 21500 (Project Management), ISO 45001 (Health & Safety), and ISO 55001 (Asset Management). • Oversee project procurement processes, including contractor and supplier selection, contract administration, and performance monitoring. Financial & Budget Management • Monitor and report on project financial performance, tracking actuals against approved budgets. • Work with the Capital Projects Financial Specialist to ensure accurate forecasting and expenditure tracking. • Support Programme Managers in cost optimisation and financial risk assessment. Stakeholder & Contractor Engagement • Engage with internal and external stakeholders, ensuring clear communication and alignment with project objectives. • Act as the main point of contact for contractors, consultants, suppliers, and regulatory bodies. • Coordinate and facilitate project meetings, site visits, and progress updates. • Ensure compliance with contractual obligations and performance benchmarks. Risk, Compliance & Quality Assurance • Identify and manage project risks, ensuring proactive mitigation strategies. • Ensure adherence to Council’s governance policies, regulatory requirements, and industry best practices. • Work with the Programme Coordinator to maintain accurate and up-to-date project documentation. • Implement quality control processes to ensure projects meet design and compliance standards. • Reporting & Performance Monitoring • Provide regular progress reports to Senior Project Managers, Programme Managers, and the Capital Delivery Manager. • Track and report on KPIs related to schedule, cost, quality, and risk.
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	Support post-project evaluation and lessons learned processes to inform future improvements. <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.
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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, Business Administration or a related field. - Project management certification (e.g., PRINCE2, PMP, PMI-CAPM). - Proven experience with MS Project, Primavera, or other project scheduling tools. - Proven experience in directly delivering Capital works projects as a Project Manager. Desirable - Demonstrated experience managing contractors, consultants, and project teams. - Working knowledge of New Zealand construction regulations, health & safety requirements, and procurement frameworks. - Experience in local or central government project delivery.
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NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	Technical Skills & Competencies • Strong project management and coordination skills, with the ability to manage multiple projects simultaneously. • Proficiency in project scheduling, risk management, and financial tracking. • Experience with contract administration and procurement processes. • Familiarity with ISO standards for project and asset management. Leadership & Relationship Management • Ability to build strong relationships with stakeholders, contractors, and internal teams. • Excellent communication and negotiation skills to manage project expectations and resolve conflicts. • Capable of working in a fast-paced, high-pressure environment. Problem-Solving & Innovation • Proactive in identifying and resolving project challenges. • Analytical thinking and decision-making, with the ability to adapt to changing priorities. • Strong attention to detail, ensuring project governance and compliance.
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

