Palmerston North City Council
Job Profile

Position Title	Infrastructure Project Manager (Permanent and Fixed-Term)
Reporting to	Manager, Project Management Office
Unit	Infrastructure Unit
Date	January 2019

Values

Palmerston North City Council is committed to fostering an environment where its values of Trust, Worth, Service and Transformation from the cornerstones of interactions amongst staff and the City it serves. Staff believe it is essential to treat each other with respect and dignity, take responsibility for one's own actions and have a positive, friendly and professional approach to the work of the Council.

Context

The Infrastructure Unit of Council is responsible for the stewardship of Council's infrastructural assets (roading, parking, water, waste services, parks, community facilities and property) as well as the delivery of all the services. The Unit's focus is on long term services planning enabled by effective asset management planning, long term and annual programming of maintenance, renewal and capital development works, operation of the infrastructure services and in-house support for design and delivery of the capital programme.

Council utilises its investment in infrastructural assets to deliver best value services to its community through advanced asset management practices and through multi-disciplinary contributions from other Units within the Council Organisation.

Main Purpose

On behalf of Council, the Infrastructure Unit ensures that all of Council's assets are managed efficiently and effectively to deliver a coherent and integrated set of performance and service outcomes that align with Council's strategies and goals.

The Project Director leads the Project Management Office (PMO) and is responsible for scoping, engaging and delivering on projects allocated by the programme and activity managers from the Infrastructure Unit's capital and renewal programme of work. This Project Manager position will be a key contributor to delivery of the programme. Projects may also encompass other initiatives that fall under Infrastructure unit's remit.

Key Areas of Responsibility

1. Investigation and Planning

- Work with internal and external subject matter specialists to confirm the detailed scope of the programmes and projects to be delivered, including schedules and budgets.
- Ensure necessary consents and approvals requirements are met and are in place to enable the project to be implemented

2. Contract and Project Management

- Prepare project programmes, cash flows, pre-start and post-completion documentation to meet Council and industry best practice requirements
- Implement and manage projects and contracts to deliver the specified project outcomes and deliverables
- Develop tender and contract documentation in accordance with the relevant standards to complete detailed design and construction. Where required specialist consulting or support may be engaged, this will involve establishing terms of engagement and monitoring performance.
- Manage tender processes, including evaluating and reporting on tender submissions.

- Manage and monitor contracts during implementation and construction if required.
- Effectively communicate with colleagues, external and internal consultants, contractors and other Council staff as necessary to meet project requirements
- Manage and administer project budgets as required including completing internal financial and non-financial reporting

3. Service Delivery

- Ensure that services provided to the Programme and Activity Managers are undertaken as formally agreed and actioned in a speedy, efficient and responsible manner.
- Provide regular updates on project and programme progress to the Programme Budget Holders and Project Director
- Prepare reports to Council and other stakeholders on benefits of such projects and make recommendations and seek approvals as required.
- Manage publicity surrounding projects as they develop. This will involve:
    - Presentations at public meetings,
    - Responding to public queries and concerns.
- Foster good relationships and maintain good communication with all stakeholders and team members.
- Lead job or project teams as required

Risk Management accountabilities for all employees

- **Council Policies and Procedures**: Ensure self and team comply with applicable Council policies and procedures.
- **Environmental**: Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and

Council policies. Promote the proactive management of environmental issues associated with conducting business.

- **Health & Safety**: Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly).
- **Employment Legislation**: Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Dimensions

The position manages: Direct: 0
Financial Authority: $80,000

Key Relationships

Internal:
- Project Director
- Infrastructure unit Capital development, Programme and Activity Managers
- Infrastructure unit staff
- Other PNCC units, including Marketing and Communications Team for comms

External:
- New Zealand Transport Agency
- Horizons Regional Council
- Public and residents
- Community groups
- Other local authorities
- NZ Police
- Schools and Educational Institutes
- City Centre stakeholders
- Rangitāne
- Consultants, contractors, suppliers and agencies
- Third party utility owners

Typical qualifications, skills and experience:

Qualifications
- A tertiary qualification in construction, science, technology, engineering or a related discipline
- Formal training in project management systems and processes

Skills
- Demonstrated expertise in the use of proven project management tools and techniques

- Ability to scope and develop projects to a high standard.
- Identifies possible risks and puts steps into place to mitigate appropriately.
- Can think at a long term, strategic level.
- Can identify possible issues, risks, and opportunities.
- Proven skills in written and verbal communication as applicable to scoping, managing and reporting on project delivery
- An ability to assess risk and consequences as they relate to project planning and delivery

Experience
- Delivery of a portfolio of projects
- Preparing design briefs, specifications, tender and contract documentation.
- Managing budgets and work programmes.
- Managing professional consultant services, physical works tenders and contracts.

Remuneration
- This role is graded at **SP5** on the Council's remuneration system, i.e. between **$88,626** (85%) and **$104,266** (100%).
- In addition, a benefit entitlement of **7.50**% of base salary is available for the permanent position.

Competencies

Core	
Service	Able to identify and understand customers needs, find solutions, seek feed back and follows up on solutions.
Communication	Able to provide clear communication, seek clarification and communicate with a variety of people
Business ethics	Good understanding of and able to implement an ethical approach to work.
Information technology	Able to utilise the relevant computer packages used at Council

Role specific	
Project Leadership	Belief in motivating and leading others to achieve desired outputs and programmes
Professional Skills	Has a high level of professional expertise in the chosen field.
Coaching and mentoring	Ensures knowledge is passed on in a structured way to achieve maximum benefit
Organisation excellence	Monitors and takes appropriate action to ensure goals and outputs are achieved
Relationship building	Has internal and external networks, values and utilises diversity that enables better service delivery. Understands the stakeholders needs and delivers on commitments.
Teamwork	Concerned with the creation and operation of high performing teams