



TaurangaCity

Job description

Title	Inflow and Infiltration Program Manager
Number	
Group	Infrastructure
Division	City Waters
Reports to	Team Leader Engineering Services
Direct reports	None
Date	July 2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to reduce or maintain the volume of inflow and infiltration into the wastewater network to agreed performance targets.

Key outcomes

Clear strategic direction	<ul style="list-style-type: none">• Establish a cross council project team, and chair and minute regular meetings.• An inflow and infiltration strategy is developed and regularly reviewed to maintain the desired strategic outcome.• Build and manage relationships with mana whenua to support their engagement and participation in I&I management.• Policy and processes are established to achieve I&I objectives on public as well as privately owned assets.• Actively participate and demonstrate leadership at relevant industry forums.
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Successful program management and delivery	<ul style="list-style-type: none"> • Report to program governance meetings, deliver progress reports, identify activities and achievements, persuade adoption of new/innovative methods, resolve resourcing issues and other risks. • The program is adequately resourced and supported for teams/staff undertaking I&I projects/ongoing work. • Program budgets across the lifecycle of the program are managed, ensuring that sufficient budget is allocated through annual plan and long term plan submissions and adjustments to meet I&I objectives.
Successful project delivery	<ul style="list-style-type: none"> • Scope all I&I related projects such as flow gauging, source detection, private and public network rehabilitation. • Deliver projects through to completion in line with TCC processes, which include procurement, project management and community engagement processes. • Manage projects to within the approval envelopes (funding, FY budgets, programme, scope, quality) • Escalate issues where required. • Provide full visibility of projects under management (reporting). • Spending 95% of allocated FY budgets.
Performance Management	<ul style="list-style-type: none"> • Relevant evidence based, data driven performance measures are established. • Business processes are implemented that ensure that I&I information from across the organization is collected. • A data / information framework and database is established and maintained where all information needed for I&I reporting and planning is stored and accessible by stakeholders involved in I&I management. • I&I operational and performance reports and dashboards are available. • Prepare the annual performance report and three yearly review report.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> • Bachelor Degree in Engineering, Applied Science, Environmental Science or related field. • Minimum 5 – 10 years experience , with at least 5 years experience managing inflow and infiltration. • Good communication and engagement skills.

- Experience in project management, data analysis and management, technical report writing.

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections