



## Job description

<b>Title</b>	Programme Manager: Delivery
<b>Number</b>	NEW
<b>Group</b>	Infrastructure
<b>Division</b>	City Waters
<b>Reports to</b>	Programme Management Lead: Water Outcomes
<b>Direct reports</b>	Fluid - Project resources will be distributed across programme portfolios. This role will have a distribution of direct reports: Project Managers, Junior Project Managers, Project Administrator, Graduate Engineer.
<b>Date</b>	10/05/2023

### 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 organise, manage and lead a programme of projects that deliver on strategic priorities set by Programme Management Lead and Manager: Water Infrastructure Outcomes.

### Key outcomes

<b>Provide strong and effective leadership to the Team and the wider Water Infrastructure Outcomes Delivery group.</b>	<ul style="list-style-type: none"><li>• You actively manage the performance and development of your people. You coach them to develop their strengths and give them positive support in areas that need more development.</li><li>• The team is fully conversant with their responsibilities for H&amp;S.</li><li>• Lessons learned are proactively shared to improve the capability of all team members.</li></ul>
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	<ul style="list-style-type: none"> <li>• Look for opportunities for continuous improvement in systems, processes and people.</li> <li>• Your team is known for delivering a high standard of customer service.</li> </ul>
<b>Successful delivery on projects and programmes under management.</b>	<ul style="list-style-type: none"> <li>• Strategic management of multiple complex capital projects for City Waters.</li> <li>• Delivery of project outcomes within time, scope and budget parameters for the projects under management.</li> <li>• Ensure full project reporting for projects under management in line with the CPAD Processes.</li> <li>• Champion the CPAD project delivery framework and processes.</li> <li>• Contribute to the solid financial performance of the City Waters group.</li> <li>• Ensure that the team is resourced adequately to deliver the projects under management now and into the future.</li> <li>• Risks and issues are identified, monitored and where possible mitigated.</li> </ul>
<b>Professional relationships are trusted, sustainable and effective.</b>	<ul style="list-style-type: none"> <li>• Internal and external professional relationships are developed and maintained.</li> <li>• Understand the pipeline of works coming through for delivery into the team and liaise with current and potential delivery partners to ensure they are fully informed and are ready to support.</li> <li>• Professional relationships are leveraged to benefit achievement of business goals.</li> </ul>

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

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Bachelor of Engineering or Equivalent.</li> <li>• 10- 15 years Project Management experience with min. 7 years at as a senior PM level with formal Project Management Certification (PMP, PRINCE2) desirable.</li> <li>• Proven experience in project governance structures and risk management</li> <li>• Significant water industry experience.</li> <li>• Project Steering Group experience.</li> <li>• Programme management experience.</li> </ul>

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WHANAKE TE TAI

- Team leadership experience.

# 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