



Tauranga City

Job description

Title	Major Projects Director
Number	
Group	Chief Executive
Division	Major Projects
Reports to	Chief Executive, Relevant board
Direct reports	Portfolio Manager: Infrastructure, Portfolio Manager: Civic Development, Manager: Major Projects Business Operations, Personal Assistant
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 Director: Major Projects provides strategic leadership and oversight of Tauranga City Council's most complex, high-value, and high-risk capital infrastructure projects—those that cannot be effectively delivered through standard business-as-usual structures. This role ensures these projects are delivered with integrity, transparency, and confidence through strong governance, robust organisational support, and clear accountability. Reporting to an independent governance board, the Director drives alignment with city-wide strategic priorities, Te Tiriti o Waitangi commitments, and long-term planning frameworks. The role champions innovation, delivery excellence, and meaningful stakeholder engagement to achieve transformative outcomes for Tauranga.

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Key outcomes

Strategic direction and strong governance for major projects	<ul style="list-style-type: none"> • Lead the strategic alignment of infrastructure development programmes with Council's long-term vision and community outcomes. • Oversee the coordination between all major infrastructure projects to ensure resource optimisation, risk mitigation, and delivery efficiency. • Provide high-level governance and reporting to the Chief Executive relevant boards.
Planning and delivery to achieve outcomes and value for money	<ul style="list-style-type: none"> • Ensure all major programmes are delivered on time, within budget, and to quality standards. • Champion the development and implementation of master programmes and business cases that meet funding and regulatory requirements.
Strong relationships and clear, meaningful engagement	<ul style="list-style-type: none"> • Foster strong, transparent relationships with Mana Whenua, community groups, central government, and private sector partners. • Ensure all communications and engagement strategies reflect the Council's commitment to community-centric development.
High-performing team and a positive, accountable culture	<ul style="list-style-type: none"> • Build and lead a high-performing, collaborative leadership team across infrastructure portfolios. • Foster a culture of collaboration, innovation, and continuous improvement.
Governance and risk management across all projects	<ul style="list-style-type: none"> • Promote a culture of continuous improvement, innovation, and accountability. • Ensure compliance with all relevant legislation, including the Local Government Act and Health & Safety regulations.

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
Postgraduate qualification in Engineering, Urban Development, Public Policy, or a related field.
15+ years of senior leadership experience in infrastructure, civic development, or public sector programme delivery.
Proven track record in leading complex, multi-stakeholder capital programmes.

Deep understanding of Te Tiriti o Waitangi and demonstrated commitment to partnership with tangata whenua.

Strong financial acumen and experience with public sector funding and procurement.

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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