



**Tauranga**City

## Job description

<b>Title</b>	Project Manager
<b>Number</b>	Various position numbers; 103465
<b>Group</b>	Operations and Infrastructure
<b>Division</b>	Spaces & Places
<b>Reports to</b>	Team Leader: Programme Delivery
<b>Direct reports</b>	N/A
<b>Date</b>	18/08/2025

### 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 deliver community infrastructure projects which will require assistance and input on planning, advice, organising, securing, and managing resources and delivery of project goals, objectives, and outcomes for various internal TCC customers.

### Key outcomes

<b>Successfully deliver projects to scope, time and budget.</b>	<ul style="list-style-type: none"><li>• Plan and develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.</li><li>• Value, budget, and time management is monitored to ensure business and project goals are met.</li><li>• Co-ordinate with the relevant parties both internal and external to ensure the efficient delivery of projects.</li><li>• Oversee projects performed in partnership between TCC and other organisations.</li></ul>
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	<ul style="list-style-type: none"> <li>Projects and contracts are efficiently coordinated and managed to ensure, deadlines and budgets are met.</li> </ul>
<b>Monitoring, control &amp; reporting.</b>	<ul style="list-style-type: none"> <li>Projects are managed to ensure the programme, budget and contingency, quality controls and fulfilling all organisational reporting requirements are met.</li> <li>Issues and risks are visible and managed appropriately.</li> </ul>
<b>Professional relationships are developed, sustainable and effective.</b>	<ul style="list-style-type: none"> <li>Internal and external professional relationships are developed.</li> <li>Strategic partnerships are created to achieve delivery goals.</li> </ul>
<b>All team members make active and positive contributions to the team culture and ways of working.</b>	<ul style="list-style-type: none"> <li>Lessons learned are proactively shared to improve the capability of all team members.</li> <li>Look for opportunities for continuous improvement in systems, processes and people.</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.

## Essential person specifications

- Bachelors qualification in engineering, construction management or related field
- 3+ years of project management experience and/or PMP qualification
- Demonstrated success in managing contractors.
- Demonstrated success in management project programmes and budgets
- Ability to work collaboratively and/or lead multi-disciplinary teams

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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