



Job description

Title	Senior Project Manager
Number	100739, 100742
Group	Major Projects
Division	Programme Delivery
Reports to	Portfolio Manager: Infrastructure
Direct reports	Project Managers, Junior Projects Managers, Project Coordinators
Date	02/04/2024

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 major 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

Successfully deliver projects to scope, time and budget.	<ul style="list-style-type: none">• Deliver major infrastructure projects through to large and/or high-risk projects.• Plan and develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.• Oversee projects performed in partnership between TCC and other organisations.• Projects and contracts are efficiently coordinated and managed to ensure, deadlines and budgets are met.
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<p>Monitoring, control & reporting is accurate, timely and meets TCC requirements.</p>	<ul style="list-style-type: none"> • Projects are managed to ensure the programme, budget and contingency, quality controls, health and safety, procurement and fulfilling all organisational reporting requirements are met. • Issues and risks are visible and managed appropriately.
<p>Professional relationships are trusted, sustainable and effective.</p>	<ul style="list-style-type: none"> • Internal and external professional relationships are developed and managed effectively. • Strategic partnerships are created and managed to achieve delivery goals. • Procurement is completed with integrity and in line with TCC standards.
<p>All team members make active and positive contributions to the team culture and ways of working.</p>	<ul style="list-style-type: none"> • Lessons learned are proactively shared to improve the capability of all team members. • Opportunities for continuous improvement in systems, processes and people are identified and raised.
<p>Lead the Project team effectively.</p>	<ul style="list-style-type: none"> • Create a high performing team environment that enables the team to thrive. • Set and communicate clear objectives and expectations in line with Our Development Conversation framework. • Lead well and pro-actively address people related issues. • Supports team members to overcome roadblocks.

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 or related field.
- 8+ years of project management experience and/or PMP qualification.
- Demonstrated success in administering contracts and managing contractors and suppliers.
- Proven learning agility.
- Commitment to health and safety.

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