



## Job description

<b>Title</b>	Senior Project Manager
<b>Number</b>	TBC
<b>Group</b>	Infrastructure
<b>Division</b>	Waters
<b>Reports to</b>	Programme Manager: Waters
<b>Direct reports</b>	N/A
<b>Date</b>	05/05/2022

### 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 successfully deliver infrastructure projects on behalf of City Waters.

### Key outcomes

<b>Successfully deliver projects and assigned tasks.</b>	<ul style="list-style-type: none"><li>• Deliver projects through to completion once handed over from the planning team in line with TCC project management processes.</li><li>• Manage projects to within the approval envelopes (funding, FY budgets, programme, scope, quality)</li><li>• Escalate where required.</li><li>• Provide full visibility of projects under management (Reporting).</li><li>• Contribute to team spending 95% of FY budgets.</li><li>• Not all activities are projects – but are required to be done or managed to support the programmes.</li></ul>
<b>Contribute towards a highly supportive and performing team.</b>	<ul style="list-style-type: none"><li>• Contribute to the team 'community', participate, have fun, share learnings and knowledge, suggesting or running team activities.</li><li>• Attendance at team meetings and functions. Help keep the team culture positive and constantly learning.</li></ul>

	<ul style="list-style-type: none"><li>• Improve the business - make something better than what it was.</li><li>• Improve yourself - Areas identified and opportunities sought and or captured.</li></ul>
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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

<ul style="list-style-type: none"><li>• Bachelors qualification in engineering or related field.</li><li>• 10 -15 years of project management experience and with formal Project Management certification (PMP, PRINCE2) desirable.</li><li>• Solid contractual experience (NZS 3910, 3916, CCCS).</li><li>• Water Industry experience is desirable.</li><li>• High communication skills.</li><li>• Solid financial acumen.</li><li>• Commitment to health and safety.</li></ul>
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# 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