



*Tauranga* City

## Job description

<b>Title</b>	Programme Director: Major Transport Projects
<b>Number</b>	
<b>Group</b>	Infrastructure
<b>Division</b>	Major Projects
<b>Reports to</b>	General Manager: Infrastructure
<b>Direct reports</b>	Up to 6
<b>Date</b>	September 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 Programme Director: Major Projects provides expert strategic leadership and guidance to the Major Projects team and ensures the successful planning, procurement, and delivery of the five major Transport System Plan projects.

Reporting directly to the General Manager: Infrastructure, the Programme Director will lead the Major Project's function, setting direction and building capability and capacity within the team. They will also be responsible for overseeing the integration and delivery of transport major projects, scrutinizing key aspects, and advising on critical risks and decisions to manage and mitigate overall risk profiles effectively.

Here to make Tauranga better

WHANAKE TE TAI

## Key outcomes

<b>Strategic leadership and oversight are provided.</b>	<ul style="list-style-type: none"><li>• Inspire, influence, and lead your team to participate in a common effort by using effective communication and motivation practices to support and develop your direct reports.</li><li>• Effectively lead, coach and mentor your team to overcome roadblocks and deliver to agreed community outcomes.</li><li>• Provide strategic guidance and oversight for the successful delivery of the five major TSP projects.</li><li>• Collaborate with stakeholders, including NZTA and Tauranga City Council (TCC), to align project goals with the overarching vision of UFTI.</li><li>• Through delivering on project outcomes, guide the city and its inhabitants toward a transportation system in Tauranga that is universally recognized, functional, and sustainable, and sets the path for the future of Transport in the sub-region.</li></ul>
<b>Effective risk and opportunity management, assurance, and advice.</b>	<ul style="list-style-type: none"><li>• Take proactive measures to identify, assess, and mitigate risks throughout the project lifecycle, ensuring smooth, commercially astute project delivery generating value for money.</li><li>• Work proactively to prevent potential issues from materializing through the project life cycle from project inception to completion.</li><li>• Conduct regular risk assessments and provide recommendations for risk mitigation strategies.</li><li>• Provide advice to NZTA and TCC on critical decisions related to the projects.</li><li>• Scrutinize key aspects of the projects to ensure alignment with program objectives and standards.</li></ul>
<b>Ensure project integration.</b>	<ul style="list-style-type: none"><li>• Ensure seamless integration across key infrastructure projects (Pāpāmoa East Interchange, Cameron Rd Stage 2, 15th Ave to Welcome Bay, Tauriko West Enabling Works, and Connecting Mount Maunganui) while coordinating and integrating efforts with external partners like the Regional Council, NZTA, Kiwi Rail, and the Port of Tauranga, as well as internal teams within TCC's transport and infrastructure functions.</li><li>• Collaborate with the project delivery team and key stakeholders to address interdependencies and optimize project outcomes.</li></ul>

Here to make Tauranga better

WHANAKE TE TAI

<b>Communication and Reporting</b>	<ul style="list-style-type: none"> <li>• Prepare and present regular reports to the Chief Executive and Oversight Group, highlighting project progress, challenges, and recommended actions.</li> <li>• Foster transparent communication channels with relevant stakeholders to ensure a shared understanding of project status and requirements.</li> <li>• Demonstrate political savviness when presenting to Council, Committees and external community stakeholders and partners.</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

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in a relevant field; advanced degree preferred.</li> <li>• Extensive experience in project and programme management, particularly in overseeing large-scale complex infrastructure projects.</li> <li>• Strong understanding of urban planning, transportation, and land use development.</li> <li>• Proven track record in risk management and strategic planning.</li> <li>• Excellent communication and interpersonal skills, with the ability to engage with diverse stakeholders.</li> <li>• Demonstrating political savviness with a proven track record of excellent presentation and delivery to governors' boards, committees, and councils.</li> </ul>
---

# 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