



Job description

Title	Project Manager
Number	TBC
Group	Operations & Infrastructure
Division	Waters
Reports to	Programme Manager: Renewals
Direct reports	N/A
Date	25/08/2025

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, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to deliver projects which will require assistance and input on planning, advice, organising, securing and managing resources and delivery of project goals, objectives, and outcomes on behalf of City Waters.

Key outcomes

Successfully deliver complex projects.	<ul style="list-style-type: none">• Deliver assigned water projects from the conclusion of the planning phase through design, construction, commissioning, handover, and final completion.• Leverage relevant experience to identify, assess, and manage risks effectively across all phases of the project lifecycle.• Ensure full project visibility by adhering to Tauranga City Council's project management processes, providing clear and consistent reporting and communication.
Provide Subject Matter Expertise in project delivery	<ul style="list-style-type: none">• Support allocated planning phase waters projects by contributing subject matter expertise

and technical aspect related to waters projects.	<p>relating to project delivery (strategy) and technical aspects.</p> <ul style="list-style-type: none"> • Support other team members to successfully deliver their projects by sharing expertise.
Monitoring, control & reporting is accurate, timely and meets TCC requirements.	<ul style="list-style-type: none"> • Manage projects to ensure delivery against key parameters, including programme timelines, budget and contingency planning, quality assurance, health and safety compliance, procurement standards, and organisational reporting requirements. • Ensure issues and risks are proactively identified, made visible, and effectively managed throughout the project lifecycle.
Professional relationships are trusted, sustainable and effective.	<ul style="list-style-type: none"> • Establish relationships with internal and external stakeholders to support collaboration, trust, and successful project outcomes. • Conduct procurement activities with integrity, ensuring full compliance with Tauranga City Council (TCC) standards, policies, and ethical guidelines.
Contribute towards a highly supportive and performing team.	<ul style="list-style-type: none"> • Share knowledge and lessons learned to support the development and capability of others. • Actively contribute to team culture by participating in team activities, sharing insights, and fostering a positive, collaborative environment. • Drive business improvement by identifying opportunities to enhance processes, systems, or outcomes. • Commit to personal development by recognising growth areas and proactively seeking or embracing opportunities to learn and improve.

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"> • Bachelor's degree in engineering or a related discipline. • Minimum of 5 years' experience in project management or a related field. Formal project management certification (e.g., PMP, PRINCE2) is highly desirable. • Strong financial acumen and proven risk management capabilities, with a demonstrated commitment to health and safety, including practical experience applying Safety in Design principles. • Excellent communication skills, both written and verbal, with the ability to engage effectively across a range of stakeholders.
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An understanding of contractual frameworks, with experience in NZS 3910, NZS 3916, and CCCS considered advantageous.

- Proven leadership qualities, including a genuine interest in mentoring and supporting junior staff, and fostering a collaborative, high-performing project team environment.

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