

Palmerston North City Council

Job Profile

Position Title	Water and Waste Project Manager – Fixed Term Part Time – 6 months
Reporting to	Water and Waste Services Manager
Unit	City Networks
Date	August 2017

Values

Palmerston North City Council is committed to fostering an environment where its values of Trust, Worth, Service and Transformation form the cornerstones of interactions amongst staff and the City it serves. Staff believe it is essential to treat each other with respect and dignity, take responsibility for one's own actions and have a positive, friendly and professional approach to the work of the Council.

Context

City Networks is responsible for the stewardship of Council's infrastructural assets (roading, parking, water, waste services, parks, community facilities and property). The Unit's focus is on long term physical asset management planning and the annual programming of maintenance, renewal and capital development works.

Council utilises its investment in infrastructural assets to deliver best value services to its community through advanced asset management practices and through multi-disciplinary contributions from other Units within the Council Organisation.

City Networks is made up of three Divisions: Parks & Property, Roding, Water & Waste Services.

Main Purpose

On behalf of Council, City Networks ensures that all of Council's assets are managed efficiently and effectively.

The Water and Waste Project Manager is charged with scoping, engaging and delivering on major projects allocated by the Asset Manager. The fixed term part time position will be a key contributor to the Water and Waste Division delivering its 2017-18 capital and renewal programme of work.

Key Areas of Responsibility

1. Investigation and Planning

- Provide professional expertise and advice in the specific area of competence and/or identify other expertise as required
- Confirm consenting and approval requirements and ensure these are obtained in early in the project
- Coordinate and arrange relevant field work to facilitate design, documentation and construction management (e.g. Surveying, Soil investigations, sampling) as required.

2. Contract and Project Management

- Prepare project programmes, designs, specifications and cost estimates for specified jobs
- Develop, implement and manage projects and contracts to deliver the specified project outcomes and deliverables
- Develop tender and contract documentation in accordance with the relevant standards
- Manage tender processes, including evaluating and reporting on tender submissions
- Manage and monitor contracts during implementation and construction if required.
- Effectively communicate with colleagues, external and internal consultants, contractors and other Council staff as necessary to meet project requirements
- Manage and administer project budgets as required

3. Service Delivery

- Ensure that services provided to the Asset Managers are undertaken as formally agreed and actioned in a speedy, efficient and responsible manner.
- Foster good relationships and maintain good communication with all stakeholders and team members.
- Lead job or project teams as required

Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable Council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and Council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly).
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Dimensions

The position manages: Direct: 0
 Financial Authority: \$25,000

Key Relationships

Internal:

- Water and Waste Services Manager
- Water and Waste Division Asset Managers
- Water and Waste Investigation and Planning Team Members
- City Enterprises Technical Services and Depot staff

External:

- Regional Council
- Rangitāne
- Consultants and contractors

Typical qualifications, skills and experience:

Qualifications

- A tertiary qualification or similar in engineering
- To be focused on project management and delivery of project to time and budget
- Be able to effectively practice modern management techniques in regard to leading, motivating, achieving outcomes, communication and team/personal development in a manner in keeping with “Our Way of Working Together”.
- An ability to assess risk and consequences as they relate to asset management planning and provision of community services and facilities

Remuneration

- This role is graded at **SP5** on the Council’s remuneration system, i.e. between **\$84,805** (85%) and **\$99,700** (100%). Salary shall be pro-rata for the number of hours worked.

Competencies

Core	
Service	Able to identify and understand customers needs, find solutions, seek feed back and follows up on solutions.
Communication	Able to provide clear communication, seek clarification and communicate with a variety of people
Business ethics	Good understanding of and able to implement an ethical approach to work.
Information technology	Able to utilise the relevant computer packages used at Council

Role specific

Project Leadership	Belief in motivating and leading others to achieve desired outputs and programmes
Professional Skills	Has a high level of professional expertise in the chosen field.
Coaching and mentoring	Ensures knowledge is passed on in a structured way to achieve maximum benefit
Organisation excellence	Monitors and takes appropriate action to ensure goals and outputs are achieved
Relationship building	Has internal and external networks, values and utilises diversity that enables better service delivery. Understands the stakeholders needs and delivers on commitments.
Teamwork	Concerned with the creation and operation of high performing teams