

Palmerston North City Council Job Profile

Position Title	Investigations and Planning Team Leader
Reporting to	Water and Waste Services Manager
Unit	City Networks
Date Created	June 2017

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

The City Networks Unit is responsible for ensuring that the assets of the city are fit for purpose, and that long term plans are in place to ensure that these assets are sufficiently maintained to ensure that the best value is derived from their life cycle. The Unit is made up of three divisions: Roading, Water and Waste Services, and Parks and Property.

Main Purpose

The Investigations and Planning Team Leader is responsible for the oversight, activity planning and review of the deliverables of the projects and planning support team within the Water and Waste Division of City Networks. The team includes GIS, modelling and project planning staff. As well as staff responsibilities and planning of work priorities, the purpose of the role is to ensure timely and appropriately scoped investigation and planning is undertaken for major projects to ensure timely implementation and construction. The role will include mentoring as well as quality assurance through implementation of check and review processes.

Key Areas of Responsibility

1. Project Investigation and Planning

- Undertake engineering investigations and planning of major projects arising from the Long Term Plan or through private developments that place demands on Council's infrastructure.
- Develop scheme assessments, investigations, preliminary and detail designs, resource consent applications and hearing evidence, funding applications and economic analyses.
- Assist in developing business cases and project plans for forward works programmes in the Council's Planning documents
- Develop an annual work programme in coordination with Activity Managers.
- Prepare and present accurate, comprehensive and timely reports to Council and/or other stakeholders
- Develop and manage a modelling strategy for the Division to ensure provision of relevant and appropriate information

2. Systems and Process Improvement

- Support improvements in internal and external engagements through development of protocols and templates for scoping SLA and external consultant engagements, estimating costs and assessing market comparability as well as reviewing compliance
- Support the “Collaborative Working Practices” initiative between City Networks and City Enterprises and actively contribute to the CWP meetings.
- Assist CNET with its “Good Practice Guidelines” initiative by developing and regularly reviewing the Project Planning and Implementation module and associated reference materials for staff.
- Contribute to and support improved effectiveness for W&W project implementation and programming

3. Oversight and Support

- Conduct regular project specific review meetings with relevant people to ensure progress is on track. Where progress does not meet the required level, ensure that appropriate action is taken.
- Provide regular updates to the Water and Waste Services Manager on progress with programme priorities
- Ensure delivery of services and projects meet service levels and expected outcomes as set out in the LTP to agreed scope, timeframes, and budgets and at market comparable rates.

4. Staff Management

- Establish and assign project specific responsibility to team members
- Monitor investigations and planning team priorities and focus to achieve target programme deadlines
- Undertake line management responsibilities for staff in the team and facilitate staff training and professional development
- Undertake regular reviews and provide feedback to staff on their performance

***Please note:** Key areas of responsibility are likely to develop and change over the course of an employee’s tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when 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.

Key Relationships

Internal:

- Asset Engineers / Activity Managers
- W&W Division Team Members
- City Enterprises Staff (Technical Services and Operations)
- City Network Management Accountant
- Regulatory Staff
- Water & Wastewater Planning and Investigation Team

External:

- Rangitāne o Manawatū Representatives and other iwi as appropriate
- Consenting Authorities including Horizons Regional Council
- External Consultants, Contractors and Service Providers
- Government Departments and State Owned Enterprises
- Affected parties and consent submitters

Typical knowledge, skills, and attributes:

Qualifications and Experience

- Tertiary qualification in Engineering (Civil, or similar discipline)
- Experience in either an engineering or asset management role or similar
- At least five years' experience in programme/project management.
- Knowledge of Local Government legislation relating to public works.
- Engineering knowledge of public infrastructure associated with water utilities.
- Working knowledge of contract preparation, administration, and supervision.
- Experience in coaching and mentoring personnel.

Skills and Attributes

- Ability to analyse complex issues and come to sound decisions.
- Focus on providing excellent customer service.
- Working with MS Project and databases.
- High degree of initiative with the ability to work autonomously with minimal supervision.
- Ability to build and maintain strong relationships with an ability to proactively influence stakeholders for win-win outcomes.
- Excellent attention to detail.
- Ability to communicate with a wide range of people from varying backgrounds in an effective, sensitive and professional manner (written, over the phone, and face to face).
- Competent financial management skills.

- Ability to work to time frames and/or under pressure whilst maintaining professionalism (both in manner and delivery of work).
- Ability to be flexible in re-prioritising and re-organising work accordingly.
- Strong project management skills delivering outcomes consistent with agreed scope parameters.
- High degree of integrity with the ability to maintain strict confidence especially when dealing with sensitive and confidential information.

Remuneration

- This position is graded at **SP5** on Council's remuneration system, i.e. between **\$84,805** (85%) and **\$99,770** (100%), depending on the Manager's assessment of the skills/ experience of the jobholder and any other relevant factors.
- In addition, a benefit entitlement of **7.5%** of base salary is available.

Competencies

Core	
Service	Able to identify and understand customer's needs, find solutions, seek feedback 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	
Intellectual Capability	Goes beyond the immediate problem presented and probes to make sure all aspects are addressed
Project Leadership	Monitors progress and undertakes corrective actions as necessary
Professional Skills	Practical experience in a field over a number of years and familiar with all facets of the profession required by PNCC
Coaching and Mentoring	Takes opportunities for professional development
Organisation Excellence	Recognises opportunities for innovative solutions for organisation improvement
Relationship Building	Works to develop and maintain strong networks of key stakeholders
Political Acumen	Understands the political systems and underlying drivers
Team Work	Is an active and contributing team player in the organisation