



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahī

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

JOB TITLE	Projects and Planned Works Lead
REPORTS TO	Local Waters Manager
GROUP	Community Infrastructure
DIRECT REPORTS	3 - Projects and Planned Works Lead, Water Technicians x 2
INDIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Statutory delegation may change from time to time in alignment and as approved by Council.
WARRANTS REQUIRED	TBC
GRADE	SP 19

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

Purpose

The purpose of the Community Infrastructure Group is to provide operations and services for Local Waters, Roding and Solid Waste Infrastructure, with a sharpened focus on delivery of the capital programme across these activities. The groups focus is on long term and annual programming of maintenance, renewal and capital development works, and operations of the infrastructure services and support for design and delivery of the capital programme.

As the Lead of the Projects and Planned Works Team within the Local Waters Team, your role is vital in driving the success of projects and planned works that benefit the Horowhenua District's economic and social well-being. Your main goal is to ensure these initiatives are delivered on time and within budget while leading and supporting your team and fostering collaboration with key stakeholders. You oversee the development and execution of projects, ensuring efficiency and adherence to budget constraints. Additionally, you will plan work delivery, allocate resources, and coordinate teams to meet agreed-upon time, cost, quality, and safety standards.



Skills, Knowledge and Experience

QUALIFICATIONS	Appropriate engineering qualification e.g BE Civil, NZCE or a diploma in a relevant water qualification and /or equivalent experience.
EXPERIENCE	Significant experience with Local Authority Three Waters networks and at least 5 plus yrs. experience in Three Waters renewal and improvement projects. Contract and project management experience essential.
KNOWLEDGE	A strategic thinker who is able to make connections between various aspects of the organisation and identify implications. Demonstrates a sound understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions and policy development. Has obtained expertise in MS Word, Excel, PowerPoint and other database and information management systems.
TECHINICAL SKILLS	Strong project management skills are paramount Demonstrated ability to read and interpret plans and specifications for projects and subcontracts, estimate the cost, duration and resources required, control costs and forecast expenditure for project activities. Demonstrated experience working following traffic control plans, environmental and safety hazard controls and procedures including safe work method statements, and conducting site inspections, inductions and incident investigations. Possess a current motor vehicle driver licence.
FINANCIAL MANAGEMENT	Proven strong financial and budget management skills.
ACHIEVEMENT	Demonstrates a strong focus on high performance and personal achievement. Brings a solutions focused approach to getting positive outcomes and is willing to go above and beyond to exceed expectations.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted advisor and colleague.
PROBLEM SOLVING	Asks questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identifies strategies and plans, and is comfortable making recommendations for possible solutions to problems.
COMMUNICATION	Excellent communications skills both oral and written, including ability to write concise and accurate reports. Exceptional influencing skills with a proven ability to communicate in a clear, confident and articulate manner. Ability to remain calm, composed, and optimistic in high pressure situations..
IMPLEMENTATION	Is reliable, detail-focused and professional knowledge is up to date. Matters are resolved at the first point of contact wherever possible. Complaints are handled effectively and efficiently. Excellent time management and project management skills and experience.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
TEAMWORK	Collaborates and supports team members to achieve their targets and bring out the best in those involved.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.



Key Responsibility and Expected Outcomes



**'You'
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council. This involves collaborating closely the Local Waters Team members and Community Infrastructure Group, to ensure alignment between Local Waters Asset Management Activities and overarching Council objectives, community deliverables, as well as legislative and compliance requirements.



**Performance
Matters**

Job Execution

Consistently deliver high-quality work while maintaining a positive and professional attitude. At times the way in which work is undertaken will count just as much as the output.

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work
Matters**

Overall Management of all Local Waters Planned works and Projects

Determine and define a programme of planned works and project scope for works within the local water team.

You will have proficiency in overseeing the entire project lifecycle, from initiation to completion, ensuring projects are delivered on time, within budget, and to the required quality standards. Effective planning, scheduling, and resource allocation are essential, as is the ability to mitigate risks and resolve issues as they arise. Excellent leadership and communication skills will help you to effectively coordinate and motivate teams.

Develop and manage a detailed project schedule and work plan and monitor progress and adjustments as needed.

Utilize industry best practices, techniques, and standards throughout entire project execution, with regular monitoring and measure project performance to identify areas for change or improvement

Ensure alignment to Council policy and legislative compliance through entire project execution.

Local Water Management

Assist the Local Waters Team to ensure the Councils Water Portfolio is managed in an effective and efficient manner by providing accurate, technical and professional advice on all 3 Waters and associated matters to enable effective management of a Council's 3 Waters Activity.

Ensure that treated effluent land base disposal sites are operated as per resource consents and liaison with stakeholders.

Financial Management

Prepare budget based on scope of work and resource requirements.

Ensure effective financial management of project activity including budgeting, cash flow forecasting, fund transfers, documentation and cost to complete monitoring and monitor project cost against set budgets in line with projects strategy and implementation plan.

Stakeholder Engagement

Provide regular project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress and involve stakeholders in continuous improvement actions and alternatives.

Management of Suppliers and Contractors

Maintain and manage close working relationships with industry suppliers and contractors through clear communication and expectations, close oversight and regular performance reviews ensuring optimal services and agreed service, performance and outcomes.

Leadership

You will ensure clear communication of roles and responsibilities, collaborate on setting performance standards, and develop team capability by recognizing and nurturing potential. Your feedback will focus on strengths, and you'll actively provide coaching and mentoring opportunities to help the team grow.

Council Contribution

Actively and positively participate as a member of the Community Infrastructure Group and perform all reasonable duties as needed.

Participate in Emergency Management activities.

Alignment with our community outcomes





Support our partners to maintain and enhance tikanga with ancestral lands and waterways, wāhi tapu and other taonga.



Ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



Provide Leadership and oversight to the management of risk and operation in the Local Waters Activities

Deliver the capital infrastructure programme



Achieve the best for Horowhenua in the face of Waters Reform to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



Rebuilding the Horowhenua District Council, with a focus on empowering a culture of excellence, service & continuous improvement.

Get the basics right and support the customer focused delivery of core services

