



Mahi Tahī

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

#arohatōmahi

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	Project Manager
REPORTS TO	Principal Project Manager
GROUP	Community Infrastructure
DIRECT REPORTS	Nil
INDIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	TBC
WARRANTS REQUIRED	TBC
GRADE	18

Purpose

The purpose of the Community Infrastructure Group is to provide operations and services for Local Waters, Roading 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 a Project Manager within the Local Waters Team, your role is vital in driving the success of Projects 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 the 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.



Key Responsibility and Expected Outcomes

Overall Management of all Local Waters Projects

- Contribute to determining and defining a programme of works and project scope for working within the Local Waters team.
- Proficient 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 management 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
- Utilise industry best practices, techniques, and standards throughout entire project execution, with regular monitoring and measurement of 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 Council's Water Portfolio is managed and delivered 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.
- Provide effective regular reporting outlining works progress as well as identifying any at-risk issues.

Financial Management

- Prepare budgets based on scope of work and resource requirements.
- Ensure effective financial management of project activity including budgeting, cash flow forecasting, fund requirements, documentation and cost to complete monitoring and monitor project cost against set budgets in line with projects strategy and implementation plan.

Stakeholder and Relationship Management

- 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.
- 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.
- Support the Community Infrastructure Group in strengthening Council's strategic relationships by working collaboratively with Iwi and other cultural stakeholders.
- Establish and maintain a network of key contacts to enhance Council's relationships across local government, government agencies, businesses, and the community.
- Coordinate the implementation of communication plans to ensure key stakeholders are kept informed of Council's work programme.

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.

Council Contribution

- Actively contribute to the Community Infrastructure Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.



CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & EXPERIENCE

- Appropriate engineering qualification e.g. BE Civil/Mechanical, NZCE, or a diploma in a relevant water qualification and/or equivalent experience
- Significant experience with Local Authority Three Waters networks, treatment plant experience and at least 3+ years' experience in Three Waters renewal/improvement projects. Contract and project management experience essential.
- Demonstrated ability to read and interpret plans and specifications for projects and subcontracts, estimate the cost, duration and resources required, control costs, quality of works, schedules and forecast expenditure for project activities.
- Demonstrated experience with Health and Safety to the forefront, following traffic control plans, environmental and safety hazard controls and procedures, including safe work method statements, and conducting site inspections, inductions, and incident investigations.
- Understanding of Three Waters network and treatment plant infrastructure
- Possess a current motor vehicle driver licence

Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful Iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council landscape.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with Iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

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



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

