

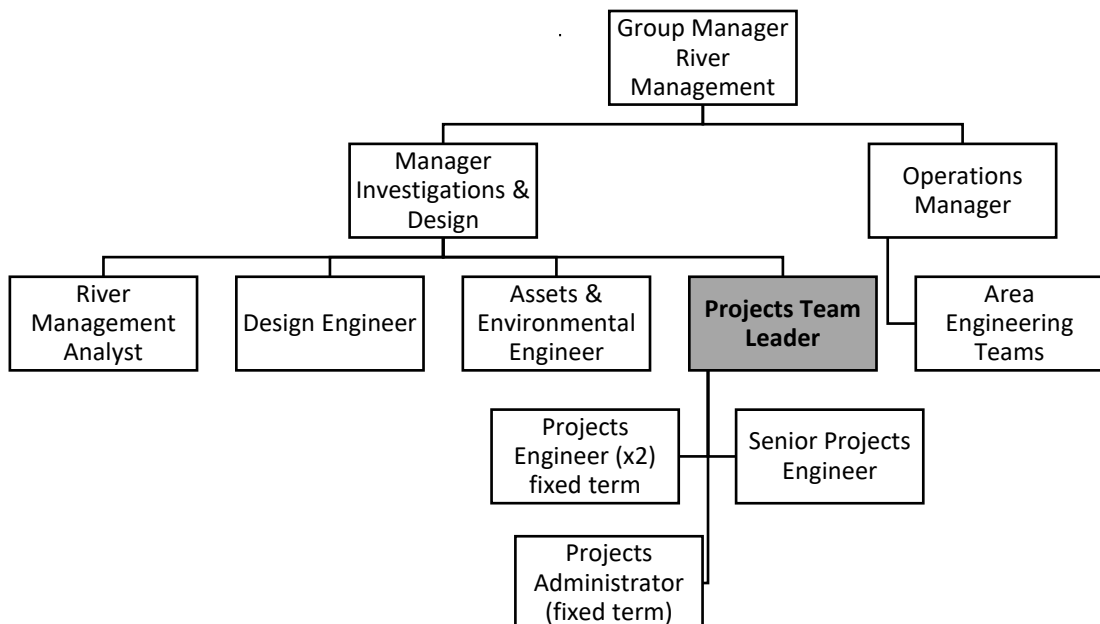
JOB DESCRIPTION

Job Title: Projects Team Leader
 Work Unit: River Management Group
 Responsible to: Manager Investigations & Design
 Responsible for: 4 direct reports
 Position purpose:

- Effectively lead and manage the River Management projects team
- Lead the delivery of a capital work programme for the River Management Group.
- Manage other specific projects as required.
- Be a key Horizons' face developing and maintaining effective relationships with customers and key stakeholders

Salary: \$92,912 (85%) – \$109,308 (100%) indicative
 Date: April 2021

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Consultants ▪ Territorial Local Authorities ▪ Iwi ▪ Contractors ▪ Community Groups ▪ Government Departments ▪ Landowners/Scheme ratepayers ▪ Interest Groups 	<ul style="list-style-type: none"> ▪ Senior Management ▪ Other Horizons Regional Council Staff ▪ Elected Members ▪ River Management Group staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Staff Management	
<ul style="list-style-type: none"> ▪ Provide leadership to both reporting staff and on occasion other staff within the Group. ▪ Participate fully in the performance management process working with staff to develop, monitor and review work performance. ▪ Develop staff capability. ▪ Promote a culture that reflects the organisation's values, customer focus and excellence objectives. ▪ Set work programmes and priorities for staff in accordance with organisational and Group goals. ▪ Manage significant personnel and performance issues as required. 	<ul style="list-style-type: none"> ▪ Staff are motivated and engaged. ▪ Performance development and reviews indicate that staff have the requisite expertise and are carrying out their tasks to the required standard. ▪ Staff training and development programmes are agreed to and completed in a timely manner. ▪ Staff exhibit behaviours that reflect the organisation's values and customer focus. ▪ Staff have a clear understanding of their work objectives. ▪ Personal and performance issues are managed in a timely and appropriate manner.
Project/Financial Management	
<ul style="list-style-type: none"> ▪ Prepare detailed annual work programmes in accordance with the project and Annual Plan objectives. ▪ Establish and lead project management teams. ▪ Effectively manage programmed works to ensure desired outcomes, in terms of performance, cost control and timelines. ▪ Monitor work programmes to ensure compliance with Council's policies and procedures. ▪ Prepare accurate and detailed bi-monthly and annual reports on the projects. ▪ Exercise effective financial management in relation to project and programme budgets. Ensure conformance with financial delegations and purchasing procedures. ▪ Assess all valid information for determining the regulatory requirements for proposed works and obtain any resource consent approvals etc. 	<ul style="list-style-type: none"> ▪ Annual work programmes are prepared within timeframes and in accordance with the Annual Plan objectives. Updated and revised as required. ▪ Work is completed within the agreed timeframes. ▪ Information is co-ordinated and prepared accurately within the agreed timeframes for the Annual Report and other reports as required. ▪ Annual and bi-monthly reports are prepared to a high standard and within agreed timelines. ▪ Annual budget is prepared within timeframes. Expenditure is within the agreed budgetary guidelines. ▪ Purchasing and accounting procedures are fully complied with and financial delegations are always adhered to. Prior approval is obtained for budget variations. ▪ Accurate records are kept and claims processed expeditiously.

	<ul style="list-style-type: none"> ▪ Accurate long term financial records of all project works are maintained. ▪ All necessary regulatory approvals are in place to enable construction activities to take place.
Formal Contract Management	
<ul style="list-style-type: none"> ▪ Prepare documentation and manage formal tendering process in accordance with NZS 3910 and Horizons Regional Council procedures. ▪ Manage and administer formal contracts strictly in accordance with NZS 3910 and Horizons Regional Council procedures. ▪ Maintain quality assurance on all project works. ▪ Develop and implement processes and policies to enhance contract administration ▪ Manage seconded staff in the supervision of physical works contracts. ▪ Achieve best financial outcome for the organisation, consistent with professional ethics 	<ul style="list-style-type: none"> ▪ Appropriate tender process, contract evaluation, presentation of tender reports with recommendations and awarding of contracts is completed to a high standard. ▪ Formal contracts are managed effectively and to the required standard. Contracts are supervised with particular emphasis on Health and Safety and quality assurance. ▪ Continually reviewing process and policies to ensure continuous improvements in how projects and contracts are managed and administered ▪ Contract records are maintained, reporting requirements are met, and all contract administration (including payment) requirements are met.
Communication and Advocacy	
<ul style="list-style-type: none"> ▪ Maintain effective communication in relation to project works with TLAs, Government departments, ratepayers, Iwi, interest groups and with the public in general. ▪ Act as the Council's representative and contact point in relation to any project works. Address community groups. ▪ Manage negotiations regarding land requisition and compensation for the project works. ▪ Respond to written and verbal requests for information and advice. 	<ul style="list-style-type: none"> ▪ A professional attitude is projected at all times in dealing with external contacts. Information is accurate and is provided in a timely manner. ▪ Accurate and timely responses to media requests are provided. ▪ Outcomes that are fair and clearly understood by both parties are achieved in relation to land purchase and compensation. ▪ Customers are satisfied with responses to written or verbal requests for information.
Health and Safety	
<ul style="list-style-type: none"> ▪ Assume the responsibilities assigned to a Manager or Contract Manager as appropriate and as defined in the Horizons Regional Council Health and Safety Management Manual. 	<ul style="list-style-type: none"> ▪ Leadership is evidence in the promotion of a Health and Safety culture in relation to all works activities. ▪ Co-ordination of hazard identification, hazard assessment and risk management is achieved with all project works. ▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard management processes are implemented and monitored in relation to every work site. ▪ Potentially high risk hazards associated with emergency events are appropriately managed remote from Incident Controller.
Team Leadership	
<ul style="list-style-type: none"> ▪ Assist with coaching and skill development for staff engaged in contract supervision/management activities. ▪ Supervision of project engineers, contractors and team members as required ▪ Assist with the recruitment of new staff. 	<ul style="list-style-type: none"> ▪ Group staff benefit from coaching/mentoring ▪ Ensure that those involved in project delivery are progressing their functions as required

<ul style="list-style-type: none"> ▪ Promote a culture that reflects the organisation’s values, customer focus and excellence objectives. ▪ Contribute to Emergency Management Response in accordance with Emergency Management Manual or as requested. ▪ Undertake River Management Duty Officer role as directed. ▪ Work within the constraints of the Resource Management Act and Horizons Regional Council Plans adopted under the Resource Management Act. 	<ul style="list-style-type: none"> ▪ Ensure new staff and recruited in a timely manner and inducted into Horizons and the team of new staff. ▪ A professional and willing response towards any assigned Emergency Management function is evident. ▪ All activities are undertaken in strict accordance with resource consent conditions imposed.
Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed in a timely and accurate manner.

PERSON SPECIFICATION

Qualifications

Essential:

- Tertiary qualification in Civil Engineering at a minimum level of NZCE or equivalent.
- A current Class 1 Motor Vehicle Licence

Knowledge / Experience

- Three to five years relevant industry (River and Drainage Engineering or Civil Engineering) experience is essential.
- A minimum of 3 years’ experience in contract management.
- Sound understanding of relevant legislation and NZ standards.
- Ability to prepare work programmes and to project manage.
- Preparation of budgets and financial management.
- Sound knowledge in Microsoft Word, Excel and Project Management.
- High level of financial management skills.
- Experience in staff management.
- Actively seeking out opportunities to add value to the council through advice or new research initiatives.

KEY JOB COMPETENCIES

Expert Knowledge

- Project management
- Contract management
- Financial management

Advanced Knowledge

- Safe work practices
- Resource management
- Time management
- River and drainage or Civil Engineering

Working Knowledge

- Competence in Microsoft Office packages
- Staff management

Awareness

- Understanding and sensitivity to cultural perspectives other than one's own.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- A high level of interpersonal and negotiation skills.
- Excellent communication skills (verbal and written).
- Ability to quickly assess situations and to make decisions.
- Reliable and dependable.
- Ability to lead and achieve results from a project team.
- A good level of physical fitness.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- **Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.**
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at *a later date*. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___