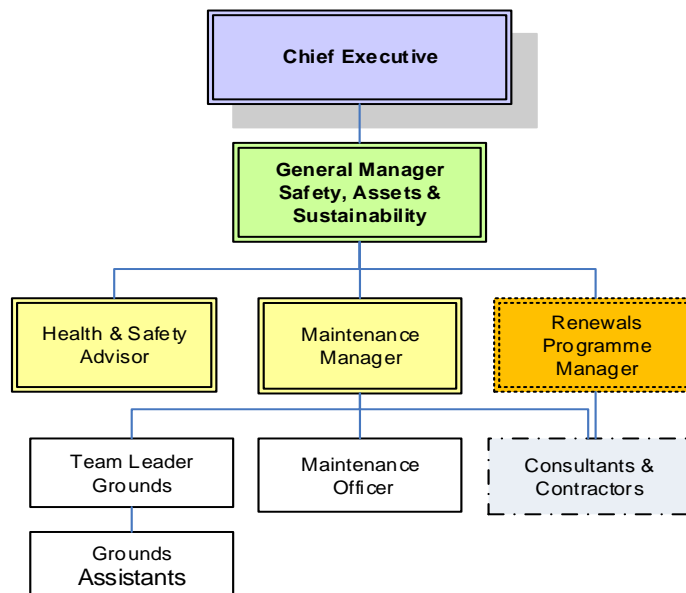




POSITION DESCRIPTION

Job Title:	Renewals Programme Manager
Responsible To:	General Manager Safety, Assets & Sustainability (GMSA&S)
Responsible For:	N/A
Position Purpose:	The Renewals Programme Manager is responsible for scoping of work, coordinating contractors, liaising with suppliers, tracking and progressing projects of work and overall project delivery. The role is a whole of Zoo position, responsible for assisting the GMSA&S in the delivery of the Zoo's annual Capital Renewals programme, including managing programmes, schedules and processes for project managing the Zoo's capital projects as well as feedback into the Zoo's Asset Management Plan. This role makes a significant contribution to the Zoo's strategic elements of; leading the way, people love and support the Zoo and connecting people with animals. This role works in collaboration with other managers to ensure the strategic outcomes for the Zoo.
Date:	September 2020

Organisation Context:



Important Functional Relationships:

External

- Wellington City Council
- Suppliers, Consultants, Service Providers and Contractors

Internal

- Chief Executive
- Strategic Management Team (SMT)
- Maintenance Team
- Animal Care Team Leaders
- Community Engagement Manager
- Other Zoo staff and volunteers

Committees/Groups

- Project Steering Committee
- Project Control Groups

Key Result Areas:

The position of Renewals Programme Manager encompasses the following functions or Key Result Areas:

- Project Planning
- Project Delivery
- Contract Coordination
- Health and Safety
- Environmental Sustainability
- Compliance

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	
1	<p>Project Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist the GMSA&S in convening the Project Control Group and Project Steering Committee (PSC) meetings. Providing progress reports, agreeing and establishing necessary actions to achieve project objectives, following up agreed actions. <input type="checkbox"/> Reporting to PSC on the implementation of the Capital Renewals programme. <input type="checkbox"/> Assist the GMSA&S in coordinating with the Zoo's Consultants, Contractors and Zoo team stakeholders for the development of improvement plans for animal habitats, buildings, facilities, grounds and infrastructural services. <input type="checkbox"/> Obtaining approvals from PSC for final design of the renewal project, the documentation, the cost of the Works and the construction programmes. <input type="checkbox"/> Forecast and manage the budget and resources allocated to the various Renewals projects in the Zoo. <input type="checkbox"/> Ensuring robust project management and reporting processes underpin all Renewals projects. <input type="checkbox"/> Ensuring the development and implementation of consistent design principles to guide all Renewals projects at the Zoo. <input type="checkbox"/> Ensuring robust contract and budget management processes support all Renewals projects at the Zoo. <input type="checkbox"/> Providing project briefs, project budgets and an outline programme for Renewals projects from inception to completion and handover, including all project deliverables and milestones and updating regularly as required. <input type="checkbox"/> Developing and managing project management plans. <input type="checkbox"/> Providing an outline programme for the project from inception to completion and handover, including all project deliverables and milestones and updating regularly as required. <input type="checkbox"/> Monitoring and implementing the design and construction programme and report with recommendations on any action to correct any digressions and ensuring that programmes are maintained and updated.
2	<p>Project Delivery</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manage and plan the day to day construction operations ensuring that assigned projects are completed to the standards required by the Zoo, within established financial budget, delivered to programme and in accordance with desired project outcomes. <input type="checkbox"/> Providing recommendations to the Zoo in relation to any change in the extent, form or nature of the works, which are considered beneficial to the project. Receiving the Zoo's instructions as to the same and ensuring that the Contractors and Consultants carry out such instructions. <input type="checkbox"/> Regularly report on progress against the various project milestones to the GMSA&S and Strategic Management Team. <input type="checkbox"/> Recommending corrective actions in respect of any instances of non-achievement of the Zoo's objectives to the Zoo's PSC and actioning any subsequent decisions. <input type="checkbox"/> Accurately interpret plans, specifications and instructions and supervise construction of the works in terms of them.
3	<p>Contract Coordination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensuring that the details of each Contract are correctly prepared and clearly define the scope of Works and quality required. <input type="checkbox"/> Assisting the GMSA&S with the review and assessment of tenders/pricing received. <input type="checkbox"/> Reviewing and agreeing a construction programme with the Contractors. <input type="checkbox"/> Co-ordinating execution of the contract documents between the Client and the Contractor under the direction of the Zoo's GMSA&S. <input type="checkbox"/> Consult, co-operate and co-ordinate with Zoo contractors to ensure that, where activities carried out by the Zoo and Contractors, all staff, visitors and contractors are kept safe from potential hazards. <input type="checkbox"/> Check that agreed work by contractors has been completed satisfactorily, <input type="checkbox"/> Ensure that contractors are mindful of visitor, staff and animal needs, especially health and safety, at all times.
4	<p>Health and Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all contractors and visitors to any worksite receive induction and adequate supervision, information, assistance and training to meet all health and safety responsibilities. <input type="checkbox"/> Ensure health and safety is discussed regularly. <input type="checkbox"/> Ensure responsibility for health and safety is clearly assigned and executed for every project. <input type="checkbox"/> With the assistance of the Health & Safety Advisor verify that the Health and Safety policies and procedures of all contractors are of an acceptable standard, induct them into Health and Safety requirements of the Zoo and supervise their compliance with these requirements while on site. <input type="checkbox"/> Co-ordinate with the Health and Safety Advisor to ensure all newly identified hazards are resolved in a timely manner. <input type="checkbox"/> Promote a culture committed to the health and safety of our staff, visitors and volunteers.
5	<p>Environmental Sustainability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide expert advice and input on sustainable materials and practices in new developments and refurbishments across the Zoo projects. <input type="checkbox"/> Reduce construction waste from new projects wherever possible and identify materials which can be reused/recycled to minimise waste to landfill.

6 Compliance

- Ensure the any work on the Zoo's animal habitats, buildings and facilities comply with relevant Acts and regulations, in particular the Building Act, the Resource Management Act, the Health in Safety in Employment Act and Fire Regulations.
- Respond to emergencies or urgent requests as they arise and ensuring they are resolved appropriately.

Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and the GMSA&S. The appointee will carry out the duties and responsibilities defined in this job description or any other reasonable request from the employer which contributes to achieving the continued success of Wellington Zoo.

Person Specification:

Knowledge/Experience

Essential

- Tertiary or trade qualification in building or a construction related field
- Experience in project management involving a number of consultants, contractors and/or stakeholders
- Understanding of the construction industry and all phases of project development
- Strong communication skills
- Strong time management skills and the ability to effectively manage multiple requests and priorities
- Demonstrated knowledge and experience managing workplace health and safety practices and procedures
- Advanced in the use of Microsoft Office applications (Word, Excel, Outlook)
- Demonstrated excellence in communication skills across a number of stakeholders
- Experience in project planning and estimating/budget development
- Demonstrated ability to solve problems collaboratively with a focus on achieving the best outcome for all parties
- Drive for results and demonstrated ability to make things happen

Desirable

- Practical experience in building and/or construction industry trades
- Comprehensive knowledge of conservation issues and the role of the modern zoo.
- Experience in design of animal habitats or visitor attractions

Key Job Competencies

- Decision making & Problem Solving - identifies hidden problems, probes all relevant sources for answers, uses rigorous analysis, logic and methods to solve difficult problems with effective solutions
- Planning & Organising - accurately scoping out length and difficulty of tasks, developing schedules and task/people assignments, anticipating and adjusting for problems and roadblocks and measuring and evaluating performance against goals
- Relationship Management - ability to relate well to all kinds of people and develop constructive and effective relationships
- Risk Management – identifies and manages all risks associated with the business
- Resource Management – makes effective and efficient use of allocated resources
- Business Acumen – has a comprehensive knowledge of their business and the sector it operates in
- Drive for Results - commitment to personal and organisational growth and improvement