

# **CENTRAL OTAGO DISTRICT COUNCIL**

## **JOB DESCRIPTION**

<b>POSITION</b>	:	Project Manager
<b>REPORTS TO</b>	:	Property and Facilities Manager
<b>LOCATION</b>	:	Cromwell/Alexandra

## **PRIMARY OBJECTIVE**

To provide support and assist to the Property and Facilities Manager by planning, overseeing and leading capital projects in the Property and Facilities work programme and ensuring they are completed on time and within budget.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Project planning, including collation of data and preparing project briefs, and project plans for assigned projects.
2. Ensuring projects are managed effectively and deliver quality outcomes within intended timelines and budget.
3. Undertake and manage investigation work for assigned projects.
4. Engagement with other internal disciplines to ensure successful delivery of the project.
5. Procurement and development of design and tender documents for assigned capital works projects.
6. Procurement of contracts for assigned capital works projects.
7. Contract management, site supervision, and contract close-out for assigned capital works projects.
8. Financial management of assigned projects within approved project budgets.
9. Project close out processes, including formal hand-over and provision of asset data.
10. Co-ordination of work programmes with other activities to minimise disruption to the public, while optimising the service to all customers
11. Ensuring all projects are delivered in accordance with Central Otago District Council Project Management Framework and Policies and Procedures
12. Liaise with property owners and customers regarding projects when necessary.
13. Participate in Council's response in managing a civil defence event as practicable.
14. From time to time, at the direction of the Executive Manager or Manager you may be required to undertake duties in addition to those outlined.

## **KEY RESULT AREAS**

Key result areas have been identified to assist in formulating performance objectives.

1. Undertake other activities, duties or projects (including “internal projects”) as directed by your manager/group manager in an efficient and effective manner.
2. Assist Council, as required, in managing a civil defence event, ensuring the safety of your family in the first instance.
3. Responsible for exercising professional due diligence when undertaking the responsibilities of the role.
4. Responsible for the safe management of group activities and to support and enable the CEO and Council as a PCBU to fulfil their duties under the Health and Safety legislation.
5. Champion, comply and promote Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe

## DELEGATIONS

Makes decisions within the authority delegated by the Property and Facilities Manager and the Executive Manager – Planning & Environment.

## RELATIONSHIPS

### External

Public & Community Groups  
 IRD Staff  
 ACC Staff  
 Audit New Zealand  
 Deloitte (or equivalent internal auditors)  
 Contractors  
 Developers

### Internal

Chief Executive Officer  
 Executive Manger – Planning & Environment  
 Property and Facilities Manager  
 Finance Manager  
 All Staff  
 Elected Members

## PERSONAL QUALITIES AND QUALIFICATIONS

### Experience/Knowledge

- Tertiary qualification or similar in Project Management.
- Project Management Professional (PMP) / PRINCE II certification or equivalent is essential
- 5+ years of project management experience
- An excellent understanding of project management principles and processes
- Financial management skills
- Effective communication and negotiation skills with the ability to engage with people at all levels within Council and the wider community.
- The ability to lead and develop a multi-disciplined team of professionals

### Specific Skills

- Build and maintain effective and productive working relationships
- Enthusiastic, self-motivated leader with demonstrated ability to innovate and inspire others

- Effective organisational and self-management skills, including responsiveness to instructions and management of workload demands
- Effective interpersonal skills
- The ability to work under pressure to meet tight deadlines
- The ability to work collectively as a member of a high performing and successful team
- Highly effective oral and written communication skills
- Ability to work independently using sound judgement and initiative
- Must be adaptable and able to cope with a variety of situations
- Big picture thinking and vision

### Personal Qualities

- Conscientious
- Honesty and integrity
- Self-motivated
- Friendly and pleasant
- Punctual
- Positive attitude
- Well-presented professional image
- Able to work with a minimum of supervision
- Initiative to contribute solutions
- Patient and supportive
- Ability to promote the desired image of the Central Otago District Council through good public relations

## VALUES



# OUR STAFF VALUES



**Be Respectful**

- Listen to learn and understand
- Respect our differences
- Act with integrity
- Be patient and kind



**Work together**

- Collaborate
- Communicate
- Cooperate
- Think across the organisation



**Be courageous**

- Speak up
- Deliver the best
- Take smart risks
- Be open to change



**Me manaaki tētahi ki tētahi, me pakihiwitahi te tū – kia haere tahi ai tātou**  
 Respect each other, stand shoulder to shoulder - So that we may travel on this journey together