



CLUTHA DISTRICT COUNCIL

Senior Project Manager

Do you have a passion for excellence and a drive to lead projects that matter?

Clutha District Council is seeking an outstanding Senior Project Manager to join our Infrastructure Strategy and Delivery team.

About Us:

At Clutha District Council, we are committed to empowering our community to thrive while preserving our spaces for future generations. We believe in creating a workplace where everyone feels valued, supported, and confident in their roles.

About the Clutha District:

The Clutha District, spanning over 6,700 square kilometers in the lower South Island, offers breathtaking scenery from coast to mountains. Enjoy a relaxed lifestyle, affordable housing, and a friendly community, fostering an ideal work-life balance. Conveniently located near Central Otago and Dunedin, with its international airport and university, and bordered by the stunning Catlins, renowned for its waterfalls, wildlife, rainforest, and surf-worthy beaches.

Role Overview:

The Clutha District Council is seeking a highly skilled Senior Project Manager to join our Infrastructure Strategy and Delivery team. This role involves managing and supervising capital projects throughout the Clutha District, ensuring projects are delivered efficiently, within budget, and to the required standard.

** Applications are also open to Project Managers with varying levels of experience; remuneration will be adjusted accordingly based on experience, skills and qualifications.*

Key Requirements:

- Certified in Project/Programme Management (e.g., PMP, PRINCE2)
- Experience with NZS3910/3916 standards
- NZDipEng (Civil) qualification or relevant tertiary level engineering
- Proficiency in Microsoft Office and project management software
- Ability to manage and deliver in an environment that could be high pressure and rapidly changing
- Current Full NZ Drivers Licence

Why Join Us?

- Opportunity to make a meaningful impact in your community
- Supportive and inclusive work environment
- Great work-life balance
- Ongoing professional development and training opportunities

If this role sounds like what you're looking for, we'd love to hear from you!

We will be assessing applications as they are received, so apply now!



CLUTHA DISTRICT COUNCIL

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|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For confidential enquiries | Please contact Reymar Tiburcio, Project Management Team Leader (Reymar.tiburcio@cluthadc.govt.nz) |
| Vacancy closes | 10 th May 2024 |
| Package | Up to \$113,448 per annum gross, dependent on relevant experience, skills and qualifications plus relocation |
| To apply | <p>Go to https://cluthadc.recruitment.co.nz/ where you can complete an application form and upload your CV and covering letter. Or you can send a hardcopy to: Vacancy, Clutha District Council, PO Box 25, Balclutha 9240</p> <p>Please go to www.cluthadc.govt.nz for information about the Clutha District and this council.</p> |
| Privacy Act Provisions | The information you provide on your application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment with the Council, and to meet Council's information requirements as a potential employer. You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy. |
| Vacancy Process | <ul style="list-style-type: none">• All applications will be acknowledged to the email address provided in your application.• After the closing date, relevant staff will shortlist the applicants for the interview process.• We really like to read your cover letter - an incomplete application is less likely to lead to success.• Those applicants selected for interview will be contacted by us to arrange a date/time.• If you are selected for an interview, be prepared to sign police vetting form authorizing the Clutha District Council to seek a police report on you.• We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.• All applicants <u>must</u> currently be legally entitled to work in New Zealand. |

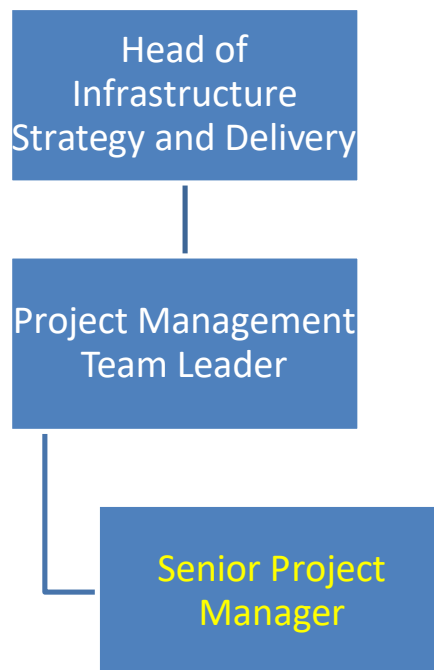


CLUTHA DISTRICT COUNCIL

Job Description

| | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title | Senior Project Manager |
| Date | April 2024 |
| M Files | 893185 |
| Group/Department | Infrastructure Strategy and Delivery |
| Team | Project Management |
| Location | Based at the offices of the Clutha District Council, 1 Rosebank Terrace, Balclutha with possible occasional work at other Council premises and activities within and around the Clutha District |
| Employment Period | Permanent |
| Hours of Work | Full Time (minimum of 37.5 hours/week) |
| Responsible to | Project Management Team Leader |
| Responsible for | No staff report to this position |
| Job Summary and Purpose | To undertake the management and site supervision of capital projects within the Clutha District |

ORGANISATIONAL CONTEXT





CLUTHA DISTRICT COUNCIL

KEY RESULT AREAS

- *Business Management*
- *Capital Project Management and Site Supervision*
- *Work with and monitor the Health and Safety of the team to ensure good Health and Safety practice.*

| Job Holder Is Accountable For | Performance Standard |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KEY RESULT AREA – <i>Business Management</i> | MEASURES |
| <ul style="list-style-type: none"> Managing delegated projects, meeting the financial targets agreed in consultation with the Team Manager and optimizing the utilization of resources. | <ul style="list-style-type: none"> Conform to all business planning, management and reporting standards and requirements (Performance Monitoring Framework). |
| <ul style="list-style-type: none"> Continually monitoring and reviewing 'risk' associated with project accountabilities and recommending remedial action accordingly. | <ul style="list-style-type: none"> Balanced evaluation of policy options and soundness, timeliness and completeness of policy/discussion documents presented to the Team Leader (evidential). |
| <ul style="list-style-type: none"> Continually monitoring and improving systems, methods, efficiency and the quality of services provided to customers. | <ul style="list-style-type: none"> No sustained legal challenges (evidential). Measurement of customer satisfaction as determined in the resident's survey; service request analysis report etc. |

| Job Holder Is Accountable For | Performance Standard |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KEY RESULT AREA – <i>Capital Project Management and Site Supervision</i> | MEASURES |
| <ul style="list-style-type: none"> Manage delegated capital, renewal and consenting projects across all Council asset types. | <ul style="list-style-type: none"> Delegated capital projects are delivered on time, on budget and to the required standard to minimize the whole of life cost. |
| <ul style="list-style-type: none"> Full Project Lifecycle methodology is adhered to inclusive of ensuring that engineer estimates are current and valid. | <ul style="list-style-type: none"> Initiation: This phase identifies the scope and deliverables of the project. Planning: Establish a workflow, resources, and budget – with minimal requirements to seek additional budgets from Council. Execution: This phase monitors the budget, progression, and quality of work. Closure: This phase analyzes the completion of milestones and deliverables, which directly impact the success of a project. |
| <ul style="list-style-type: none"> Undertake site supervision, audits and health and safety checks for delegated capital projects. | <ul style="list-style-type: none"> Sites are monitored and capital works are undertaken to an appropriate standard. High quality health and safety systems are in place and are used and monitored. |
| <ul style="list-style-type: none"> Preparation of contract documents. | <ul style="list-style-type: none"> Contract documentation and administration procedures are robust and risks from contract disputes are managed and minimized. |



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| Job Holder Is Accountable For | Performance Standard |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KEY RESULT AREA – Capital Project Management and Site Supervision | MEASURES |
| <ul style="list-style-type: none"> Communication plans and full consultation with all stakeholders for delegated capital projects. | <ul style="list-style-type: none"> Stakeholders are communicated with and involved at appropriate stages of capital projects. |
| <ul style="list-style-type: none"> Monthly reports provided to Project Management Team Leader. | <ul style="list-style-type: none"> Clear, concise monthly reports identifying all projects that are being worked on inclusive of risk/issues registers provided in a timely manner. |
| <ul style="list-style-type: none"> Ensure that As-Built, commissioning and handover of capital projects to operational and asset management teams are completed in a timely manner. | <ul style="list-style-type: none"> Capital projects transition to the operations team runs smoothly and function as expected. As-Built are provided in a timely manner to Asset Management Team. |

| Job Holder Is Accountable For | Performance Standard |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KEY RESULT AREA – Work with and monitor the Health and Safety of the team to ensure good Health and Safety practice. | MEASURES |
| <ul style="list-style-type: none"> Actively shows leadership, support and commitment to workplace health, safety and wellbeing. | <ul style="list-style-type: none"> Participate in and monitor Health and Safety across the organisation. |
| | <ul style="list-style-type: none"> Teams high risk activities have up to date processes in place. |
| | <ul style="list-style-type: none"> H&S risks are managed and closed off - Manager Risk Management is informed immediately of any high potential risks to the organisation and methods for mitigation. |

Note that 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 manager as part of the performance development process.

WORK COMPLEXITY

Most challenging duties typically undertaken or most complex problems solved:

- Full Project Lifecycle methodologies for capital projects including the preparation and review of specification and contract documents.
- Monitor and undertake construction site audits with respect to construction techniques, best practice and health and safety systems.
- Use knowledge of construction contract procedures and evidence to assess and make recommendations on variations and contract claims to the Engineer to the Contract.



FINANCIAL RESPONSIBILITIES

| THE JOB HOLDER DOES NOT CONTROL A BUDGET | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Maximum delegated expenditure that may be spent without reference to manager | <ul style="list-style-type: none"> \$25,000 |
| <i>Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.</i> | |

PERSON SPECIFICATION

| Technical/Professional Qualifications/Experience | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| ESSENTIAL | DESIRABLE |
| <ul style="list-style-type: none"> Project/Programme Management Certification – PMP, PRINCE2 or similar. | <ul style="list-style-type: none"> If PRINCE2 qualification – preference Practitioner Level. |
| <ul style="list-style-type: none"> NZS3910/3916 Qualifications/Experience. | <ul style="list-style-type: none"> Relevant tertiary qualification in engineering or related field. |
| <ul style="list-style-type: none"> NZDipEng (Civil) qualification or relevant tertiary level engineering. | <ul style="list-style-type: none"> Bachelor's degree (engineering). |
| <ul style="list-style-type: none"> Over 10 years' experience in Project Management delivering multiple concurrent projects/programmes/portfolios. | <ul style="list-style-type: none"> Approved Waka Kotahi Tender Evaluation Tender Lead Qualification. |
| <ul style="list-style-type: none"> Excellent communication skills – oral and written. | <ul style="list-style-type: none"> Previous experience in Local Government. |
| <ul style="list-style-type: none"> Over 10 years' experience in Civil Construction Engineering processes and methodologies and technical expertise. | |
| <ul style="list-style-type: none"> Computer literacy with competence in ... (eg Microsoft suite (inclusive of MS Project, databases, cloud based programmes etc). | |
| <ul style="list-style-type: none"> Ability to manage and deliver in an environment that could be high pressure and rapidly changing. | |
| <ul style="list-style-type: none"> Able to work as part of a team and autonomously. | |
| <ul style="list-style-type: none"> Excellent time management. | |
| <ul style="list-style-type: none"> Relate well to people of all ages, backgrounds and ethnicities. | |
| <ul style="list-style-type: none"> Customer focused. | |
| <ul style="list-style-type: none"> Maintains confidentiality and impartiality at all times. | |
| <ul style="list-style-type: none"> Current Full NZ Drivers Licence. | |



CLUTHA DISTRICT COUNCIL

KEY RELATIONSHIPS

| EXTERNAL | PURPOSE OF CONTACT WITH THIS PERSON/S |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Government and non-government agencies. | <ul style="list-style-type: none"> Liaison regarding Capital Projects. |
| <ul style="list-style-type: none"> Other territorial local authorities and regional councils. | <ul style="list-style-type: none"> Liaison regarding Capital Projects and consent requirements eg Otago Regional Council. |
| <ul style="list-style-type: none"> Tangata Whenua / Iwi / Stakeholders / Customers / Ratepayers and Residents / Community Groups. | <ul style="list-style-type: none"> A wide range of customer service interactions in relation to capital projects. |

| INTERNAL | PURPOSE OF CONTACT WITH THIS PERSON/S |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Council and community board members. | <ul style="list-style-type: none"> Provide information and support as required. |
| <ul style="list-style-type: none"> Chief Executive. | <ul style="list-style-type: none"> Co-ordinate and provide responses for specific customer services enquiries. |
| <ul style="list-style-type: none"> Management Team. | <ul style="list-style-type: none"> Co-ordinate and provide responses for specific customer services enquiries. |
| <ul style="list-style-type: none"> Infrastructure Strategy and Delivery Department. | <ul style="list-style-type: none"> Feedback into planning, policy and capital works programmes and delivery. |
| <ul style="list-style-type: none"> All managers and staff. | <ul style="list-style-type: none"> Courteous response to enquiries. |

ORGANISATIONAL BEHAVIOURS

CDC Purpose Statement (why we exist/why we are needed):

“To empower our community to thrive and look after our spaces for future generations”.

Cultural Vision Statement (the type of workplace employees want to have):

“CDC is a safe and enjoyable place to work where everyone feels valued, supported and confident in their role”.

Values Statements (the principles that guide behaviour and decision-making):

Empathy: *We have empathy and treat people with respect.*

Inclusion: *We are inclusive of different cultures, perspectives and experiences.*

Openness: *We are respectfully honest and share knowledge and information.*

Integrity: *We do the right thing and speak up when we see the wrong thing.*

Therefore, when working for CDC we expect our people to:

Be open, inclusive, have empathy and do the right thing



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HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

COUNCIL INFORMATION

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

EMERGENCY RESPONSE

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).