

Projects Manager

Reporting to: Asset Manager

Location: District Assets

Date Reviewed: July 2020

Position Purpose

Responsible for the overall, implementation, execution, control and completion of WDC capital projects ensuring consistency with council's strategy, commitments, goals and contractual obligations.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Group Manager – District Assets • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff • Council Controlled Organisations 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Government Departments • Local Authorities • Local Government New Zealand • Engineering Consultants and Suppliers • Construction Contractor interface

Limitations of Authority:

As defined in the Delegations Manual.

Financial: \$10,000

Staff: N/A

Operational: As Instructed by Managers

Key Tasks and Responsibilities

1. Project Management

The Projects Manager is to ensure consistent, on-time execution of work across all disciplines, organise workflow and resources on projects.

Expected Results:

- Identifies resources needed and works with all departmental functions to assign individual responsibilities to contractors
- Creates and executes project work plans and timelines and revises as appropriate to meet changing needs and requirements
- Manages day-to-day operational aspects of a project and scope
- Provides appropriate contract documentation
- Leads project scoping with relevant key stakeholders
- Effectively communicates relevant project information
- Conveys project changes and updates to appropriate team members and contractors

- h) Prepares regular status reports and distributes as necessary
- i) Holds regular status meeting with project teams
- j) Ensures documents and major digital assets are complete, current, and stored appropriately
- k) Resolves and/or escalates issues in a timely fashion to the Group Manager – District Assets
- l) Monitors scope creep and re-scopes projects if necessary
- m) Assures project legal documents are completed and signed
- n) Facilitate the project scope, goals and deliverables
- o) Define project tasks and resources requirements
- p) Develop full scale project plans in conjunction with relevant parties including contractors
- q) Meet project goals on time and to the required standard
- r) Manage and provide updates on the project budget and resources
- s) Communicate with stakeholders and ensure project team members develop a relationship with stakeholders
- t) Ensure project management systems are developed and used effectively by the team including the selection, implementation and maintenance of project management software (if determined necessary)
- u) Continuously review project delivery milestones and promptly resolve resourcing or service quality issues

2. Project Leadership

The Projects Manager effectively manages staff and contractors involved in the projects.

Expected Results:

- a) Communicates effectively with stakeholders including consultants, contractors and affected/ interested parties
- b) Ensure suppliers deliver the products and/or services requested
- c) Ensure that all project documentation is kept up to date
- d) Ensure resourcing is sufficient to keep project on track
- e) To participate in meetings, raising matters for joint decision making and to participate in formulating solutions
- f) Develop and maintain positive working relationships with the Regional Council and other regulatory bodies as required
- g) Develop and maintain positive relationships with industry associates and suppliers

3. Project Financial Management and Reporting

The Projects Manager is responsible for the sound financial planning and management of projects.

Expected Results:

- a) Prepare competitive, accurate and relevant tenders, quotations and estimations as required
- b) Control all day to day costs and ensure all operations are running cost effectively
- c) Develop and continuously monitor project budgets and price contract variations as necessary
- d) Ensure all project invoicing is completed as per the agreed contract specifications
- e) Approve all purchase orders and ensure accuracy
- f) Manage all project budgets and identify any variations to the budget, escalating if necessary, to the Asset Manager

4. Health Safety and Environment

The Projects Manager, in conjunction with the Asset Manager, will develop and deliver HSE systems and processes in a compliant and efficient manner ensuring a high performance safety culture is developed for each project.

Expected Results:

- a) Demonstrate leadership in Health & Safety and Environment procedures/issues and ensure:
 - Safe work and environmental practices are followed at all times by team members and contractors
 - All operations comply with legal requirements including the Health and Safety at Work Act 2015, the Resource Management Act 1991, and other relevant statutory requirements
 - All operations operate in accordance with best practice
- b) Ensure all accidents and relevant incidents are reported on and investigated in a timely manner
- c) Ensure all significant hazards are identified and either isolated, minimised or eliminated
- d) Work with WorkSafe to ensure all site requirements are fulfilled
- e) Develop and maintain a Risk Management Plan for the Project, including audits and reviews on a regular basis
- f) Ensure Health and Safety standards comply with the Project's requirements

5. Personal Development

The Projects Manager is required to attend relevant meetings and training as required.

Expected Results:

- a) To participate in meetings, raising matters for joint decision making and to participate in formulating solutions
- b) To obtain and identify areas requiring training to improve personal development
- c) Attend relevant and value adding professional courses and programmes in consultation with the Asset Manager
- d) Be a member of any relevant industry institutes and associations

6. Other Duties

Expected Results:

- a) Support the team by completing other duties as and when they arise

Health and Safety

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions
- To report all accidents and near miss events
- To be familiar with emergency procedures
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary
- To implement the removal of hazards where practicable and provide training in this area
- To investigate accidents and near miss events
- To ensure staff are trained and kept up to date with any new work safe policy changes
- To ensure visitors and contractors operate under the Council health and safety policy and procedures

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

Person Specification

Qualifications/Experience

- Ideally a qualification in project management, engineering or relevant trade qualification
- Ideally conversant with NZ Standards of Contract 3910, 3916, 3917

Skills/Attributes

- Knowledge and experience in project management methodology
- Capital works experience ideally within 3 Water and/or cycle way development
- The ability to identify risks and issues that could affect the project, and put in place effective solutions
- Excellent verbal and written communication skills
- Good attention to detail and follow up
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee's Signature

Date

Manager's Signature

Date