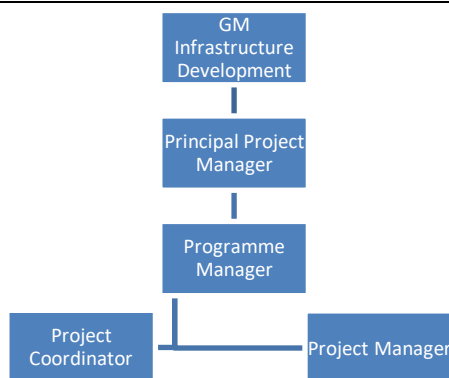


He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

POSITION DETAILS

REPORTS TO	Programme Manager
GROUP	Infrastructure Development
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil



PURPOSE OF POSITION

The purpose of this role is to drive and coordinate projects developed in collaboration with our key partners, and ensure projects outlined in the Infrastructure Development programme of work, are delivered systematically, efficiently, on time and in budget with appropriate governance and control.

KEY ACCOUNTABILITIES

AREA	EXPECTED OUTCOMES
Project Support	<p>Working with various staff in order to establish an overall project work programme of Councils priority projects</p> <p>Understand and identify the interdependencies across Council projects.</p> <p>Identify and manage issues, opportunities and risks associated with the projects</p> <p>Create project registers that include significant items alongside recommendations, updates and relevant information</p> <p>Ensure that projects are aligned with Council's vision, mission, values, strategies and priorities</p>
Support Infrastructure Development organisation wide	<p>Develop and nurture positive working relationships with key staff.</p> <p>Communication with sponsors, projects owners, work stream staff and key stakeholders.</p> <p>Establish partnerships, internally and externally, that are of significance to projects.</p> <p>Maintain and enhance HDC's reputation both internally and externally.</p> <p>Identify and monitor issues that may impact the delivery of work programmes.</p>

Support Leadership	<p>Facilitate the development of project charters and work plans with project owners</p> <p>Facilitate the completion of project plans with an emphasis of making sure that:</p> <ul style="list-style-type: none"> • The scope of the project is clear • Risks are identified and evaluated • Mitigation measures are included • Decision making and governance processes are established • Resources have been assigned <p>Facilitate discussions between individual project managers to ensure coordination of projects and effective resource utilisation</p> <p>Monitoring, evaluation and completion (to agreed timeframes) of key organisational projects</p> <ul style="list-style-type: none"> • Identify and escalate deviations from agreed project plans, timelines or assigned resources • Coordinate reporting on projects to Chief Executive and Senior Management Team.
Build networks and streamline communication	<p>Coordinate the implementation of communication plans to keep key stakeholders appraised of Councils work programme.</p> <p>Initiate, build and maintain networks with key stakeholders.</p> <p>Work with Principal Project Manager and infrastructure Development team to drive organisational work programmes.</p> <p>Ensure HDC projects are delivered in a culturally sensitive way.</p> <p>Involve stakeholders in continuous improvement actions and alternatives to drive organisational work programmes</p>
Financial Management	<p>Coordinate financial information across the Infrastructure Development programme.</p> <p>Managing purchase order numbers and invoices with suppliers.</p> <p>Assist with any other financial tasks when required and as agreed.</p>
Council Contribution	<p>Additional tasks, duties or responsibilities as directed by the manager.</p> <p>Assist any other department of Council when required and as agreed.</p> <p>Participate and contribute to management support initiatives.</p> <p>Process all Council information as per approved electronic records management system and procedures.</p>
Customer Focus	<p>Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders</p>
Organisational Support	<p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p> <p>Participates in Council's performance management programme.</p>

Occupational Health and Safety	<p>Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with HDC's Health and Safety Policy</p> <p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported.</p> <p>Emergency procedures are followed.</p> <p>Actively participates in improvements to, and ongoing management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled worksites.</p> <p>Safe work practices are demonstrated.</p>
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SKILLS, KNOWLEDGE & EXPERIENCE

Qualifications - A tertiary qualification in relevant fields pertaining to this role are desirable.

Achievement - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.

Communication - Communicate in a clear, confident and articulate manner. Is effective at influencing others.

Implementation - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.

Resilience - Remains calm, composed, and optimistic in stressful or high pressure situations.

Self-Insight - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.

Strategic Agility - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.

Business Acumen - Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.

Teamwork - Supports and collaborates with team members to achieve targets.

Mental Power - Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

Government Laws - Relevant Government laws and regulations and knowledge of Local Government Act and Resource Management Act.

Customer Service - Should have an advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

OUR VISION

Working together to take Horowhenua from **good to great**.

OUR VALUES

Greatness We never settle until our good is better and our better is great!

Real unity We make it happen, together!

Energy We use our energy to perform and succeed!

Achievement We deliver exceptional results!

Trust We create trust by living with integrity!