

Your Position

Your job	Principal Advisor Water Services Rātonga Wai Kaitohutohu Matua
Your group	Infrastructure
Your team	Water Services
Your manager	Manager Water Services, Olivia Dovey
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation.
- Build towards a low carbon city and proactively address the challenges of climate change.
- Create thriving communities where everyone can be safe and healthy – at home, work or play.
- Keep tamariki and rangatahi at the heart of our city.

How we work together:

- Whakakotahi - Team up.
Mā te mahi tahi e puta ai he hua ki tō tātou hapori.
Together we make a difference for our community.
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better.
- Whakatinanatia - Make it happen.
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done.

Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

Water Services is a small team that is the centre of excellence within the Council for all three waters issues. The team provides leadership and advice in three key areas:

- Strategically, the team provides input into Council planning processes and documents and is responsible for navigating the Council's direction under Local Water Done Well and its successor.
- Operationally, the team owns the relationship with Wellington Water Limited (WWL) and is the point of escalation and resolution for areas of tension within the Council and with residents and Elected Members.
- Administratively, the team has oversight of financial issues and provides advice to the Porirua City Council representative on the Wellington Water Committee.

Your purpose

The management of three waters is at a key juncture in Porirua. With other Councils, Porirua City Council is in the process of developing a joint Water Services Delivery Plan and model – likely a Council Controlled Organisation that will drive future investment in three waters at arm's length from Councils.

At the same time, Porirua is anticipating significant brownfield and greenfield growth. Porirua's North is perhaps the largest remaining large greenfield land development in the metropolitan Wellington Region. While land is available for development, three waters infrastructure capacity is not available, and the Council is in the process of problem solving to unlock the land.

This role is expected to work closely with developers, Council officers and Wellington Water Limited to navigate the balance between growth and infrastructure investment.

The **Principal Advisor Water Services** role is to support the Manager Water Services to:

- Lead and participate in advanced, highly complex three water matters, including leading the coordination of key strategic growth projects for Council.
- Working across the Council's finance, infrastructure and planning and consenting teams, be the lead technical adviser on three waters.
- Develop and maintain highly effective contract management with Wellington Water Limited and its successors.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • None
External people and groups	<ul style="list-style-type: none"> • Developers • Wellington Water Limited • Ngāti Toa Rangatira • Department of Internal Affairs • Government, public organisations and business • Other local authorities • Contractors, consultants and suppliers • Industry groups
Internal people and groups	<ul style="list-style-type: none"> • Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • Lead and manage complex projects, including strategically important growth projects across Porirua, where it will be necessary to work with developers, Wellington Water Limited, iwi, Kāinga Ora and Community Housing Providers, the Central Pacific Collective, government agencies and consenting authorities to deliver sound long term solutions for the city. • Be the lead technical expert for the organisation, on all matters associated with three waters assets.
Operational Delivery	<ul style="list-style-type: none"> • Provide high quality advice to the manager on matters relating to water services. • Provide high quality, timely research, policy and project support to the Manager Water Services. • Assist or lead the implementation of system and process improvement projects to increase efficiencies for the Water Services team. • Assist or lead one-off business improvement, efficiency and effectiveness tasks and savings work. • Keep up to date on current three waters issues and events and advise or inform the Manager Water Services accordingly. • Lead team wide planning and operational policy work, ensuring policy is clear, direct, understandable and outcome focused. • Support the Manager Water Services to coordinate Council's response to Local Water Done Well. • Assist with resolving technically complex or high-level customer or business operational issues/matters.
Relationship Management	<ul style="list-style-type: none"> • Own the key relationships with developers across the city • Establish and maintain relationships with key internal stakeholders. • Represent the Water Services team at appropriate seminars and other events, when requested.
Health and Safety	<ul style="list-style-type: none"> • Ensure key players are constantly seeking to reduce harm in the Porirua District. • Advise on safety for strategic documents such as Development Agreements and Code of Development Standards.
Corporate Responsibilities	<ul style="list-style-type: none"> • Take responsibility for thinking and action on all Health and Safety matters, including reporting, personal behaviour and monitoring. • Willingly undertake any duty required within the context of the position. • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event • Be prepared to activate in response and recovery, to provide advice and input into key decisions around engineering and infrastructure advice.

Your skills, experience and qualifications

It's essential that you have:

- Extensive strategic and operational management skills across the water services industry.
- More than 10 years' experience working with developments and development agreements, and other financial instruments, to ensure sustainable housing growth
- Experience negotiating commercial arrangements with developers or the wider construction sector.
- Tertiary qualification in Civil Engineering, Surveying, or related discipline (and be eligible for professional membership).
- Well-developed interpersonal skills and a demonstrated commitment to providing quality customer service.
- Excellent written communication skills and the ability to influence others along with a proven ability to communicate complex issues and to adapt communication to your audience.
- Excellent time management and project management skills and experience.
- Strong relationship management focus that inspires trust and confidence and builds productive relationships.
- Ability to initiate and develop policies and undertake implementation measures.
- Political and legal acumen.
- Knowledge of NZS 4404:2010 Land Development and Subdivision Infrastructure
- Experience working in diverse communities.
- Experience working with developers
- Familiarity with the Resource Management Act, Local Government Act 2002, the Health and Safety at Work Act 2015, and other relevant legislation.
- Familiar with the Porirua City Council District Plan, the Greater Wellington Regional Council Natural Resources Plan and Regional Policy Statement, and Plan Change 2 in particular.
- An all-round knowledge and experience of local government financial, personnel and management systems and practices.
- An extensive demonstrable track record in achieving results through their own efforts and through others.
- Significant demonstrated ability to analysis and evaluate a wide range of information.
- Excellent people and relationship management skills.
- Proven ability to manage a range of tasks, prioritise and meet deadlines.
- Understanding and commitment to health and safety in the workplace.
- Understanding and commitment to diverse workplaces.
- Understanding and commitment to the Treaty of Waitangi and bicultural issues.

Last updated February 2025



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.