

## Your Position

<b>Your job</b>	<b>Project Manager (Parks)</b> <b>Kaiwhakahaere Kaupapa (Ngā Pāka)</b>
<b>Your group</b>	Infrastructure
<b>Your team</b>	Parks
<b>Your manager</b>	Senior Asset Planner, John Callahan
<b>Your base</b>	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.

The Parks team is a high performing, multifunctional team responsible for a wide range of business outputs. We provide outdoor sport, recreation and play opportunities, protect and enhance our natural environment and work in partnership with our sporting, recreation and environmental communities.

## Your purpose

The Project Manager (Parks) role is to:

- Provide support to plan, manage, deliver and close out specified capital construction projects using Porirua City Council's project management methodology and procurement policy
- The Project Manager (Parks) will support the implementation and currency of the Asset Management Plan as well as the appropriateness of levels of service and provision of leisure assets within the Council's reserves and open space network.
- As the subject matter expert within parks, the Project Manager (Parks) will bring capability and competence to support the team in delivering the programmes of work set out in the Long Term Plan.
- The Project Manager (Parks) will establish and maintain internal and external relationships, manage ad hoc projects and initiatives, and coordinate related events.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Civil Construction Contractors, consultants and suppliers</li><li>• Government, public organisations and business</li><li>• Other local authorities and Government Agencies</li><li>• Industry groups</li><li>• General Public</li><li>• Local and Regional sports clubs and organisations</li><li>• Residents associations and community groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Projects and initiatives are planned and managed in accordance with Council and team priorities, and delivered to achieve the agreed and planned outcomes</li> <li>• In collaboration with other members of the team and project team members, projects are undertaken following the Council's policies, methodology and practices</li> <li>• Renewals, upgrades and growth-related development projects are delivered in a manner that supports the implementation and currency of the Asset Management Plan and Long Term Plan</li> <li>• Goods and services are procured and contracts managed in accordance with the Council's Procurement Policy</li> <li>• Project risks and issues are appropriately identified, assessed, recorded, managed and reported</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Project scope, timeframes, budget, quality/specification are defined, and projects planned and delivered in accordance with Council project management methodologies</li> <li>• Project delivery commences only upon approval of the project management plan</li> <li>• Stakeholders are engaged to secure the support necessary for successful delivery of projects and initiatives</li> <li>• Internal and external project resources and participants are deployed and managed to ensure delivery to scope, timeframes, budget and quality/specification</li> <li>• Risks and issues are identified, assessed, logged in the risk register, managed in line with agreed risk plans and reported</li> <li>• Projects are managed in line with change control processes</li> <li>• Project progress is reported at the agreed frequency</li> <li>• Opportunities to achieve better ways of delivering projects are identified and subject matter expertise and experience are shared</li> <li>• Assets are operationalised and projects closed following approved process and procedure</li> </ul> <p><b>Budget management and procurement</b></p> <ul style="list-style-type: none"> <li>• Budgets are prepared, submitted for approval and managed in accordance with the Council funding strategy and financial policies, and are monitored and reported at agreed intervals</li> <li>• Goods and services are procured in accordance with Council policy, processes and procedure and the procurement and cost plans agreed for the project</li> <li>• Budgets are managed within agreed tolerances/variances, and re-forecasted and reported at agreed intervals</li> <li>• Opportunities to provide greater value to the ratepayer and Council are identified and recommended for consideration</li> </ul>

	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>The requirements of the Health and Safety in Employment Act, and Council's Health and Safety Policy and Health and Safety Manual, are complied with at all times</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> <li>Represent Council and the parks team at appropriate conferences, seminars and other events, as required</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>Build commitment of our vision, strategic directions, values and services</li> <li>Willingly undertake any duty required within the context of the position</li> <li>Adhere to our Code of Conduct</li> <li>Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>Experience of working as a project coordinator in programmes / projects that have followed an internationally recognised methodology</li> <li>Experience working in parks and open space, or small civil construction environment</li> <li>Demonstrated contribution to complex multi-stakeholder programmes / projects</li> <li>Planning and stakeholder engagement skills</li> <li>Appropriate technical expertise</li> <li>Excellent interpersonal and communication skills, both written and oral</li> <li>Ability to prioritise a varied workload and manage frequent interruptions</li> <li>Ability to work under pressure to tight deadlines</li> <li>Ability to work independently</li> <li>Attention to detail</li> <li>Demonstrated customer focus</li> <li>Understanding and commitment to health and safety in the workplace</li> <li>Understanding and commitment to diverse workplaces</li> <li>Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> <li>Full driver's license</li> </ul>
It'd be great if you also have:	<ul style="list-style-type: none"> <li>Experience working in a PPMO</li> <li>Experience in building, maintaining, and managing park and open space assets</li> </ul>

Last updated June 2021



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