

Your Position

Your job	Contracts Manager Kaiwhakahaere Kirimana
Your group	Infrastructure
Your team	Transport
Your manager	Manager Maintenance and Delivery
Your base	Council premises within 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 tatou hapori
Together we make a difference for our community
- Mahi Atamai – Work smart
Ka whakapātari i a tatou 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 Transport Business Unit comprises three teams; Maintenance and Delivery, Engineering and Compliance and Asset Planning. The Business Unit is responsible for a significant portion of the Council's customer interactions and budget spend to deliver a transport network that supports people as they work, live and play in Porirua.

Your purpose

The purpose of the Contracts Manager role is to:

- Manage all transport related contracts ensuring that the consultants and physical works contractors (all works) are meeting the expectations of the contracts
- Lead the procurement of new transport related contracts ensuring they follow the Transport procurement strategy and Council procurement policy
- Work closely with the Works Programme Lead to ensure procurement and contract management activities can be effectively planned and resourced
- Work closely with the Roading and Drainage Engineer to ensure all physical work is carried out to the correct standards and specifications and all safety requirements have been met.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None, other than contractors and consultants from time to time, for managing spikes in workload.
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Contractors, consultants and suppliers• Waka Kotahi• Wellington Transport Alliance• Central, regional and local government, public organisations and business• Members of the public and community organisations• Ngāti Toa• Other local authorities• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Transport team, Executive Leadership Team, Project and Programme Management Office (PPMO), managers and staff at all levels of the organisation• Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Strategic & Operational Planning	<ul style="list-style-type: none"> • Embed a minimum 15% weighting for broader outcomes in all competitive tenders, lead supplier engagement, and monitor and report on contractor performance. • Take ownership of implementing the Transport Procurement Strategy, ensuring alignment with Waka Kotahi, Government procurement rules, and Council frameworks. • Identify and proactively manage procurement risks such as market capacity constraints, cost escalations, and regulatory changes.
Operational Delivery	<ul style="list-style-type: none"> • Be responsible for the effective procurement, award and management of all contracts relating to the delivery of all maintenance, renewal, upgrade and new asset build activity on Council's roading network • Working collaboratively with the Manager Asset Planning and Works Programme Lead to plan and maintain a procurement programme to ensure significant procurement activities are adequately planned, resourced and delivered to the benefit of the community • Working collaboratively with the Asset Data Lead, ensure asset data requirements are specified and delivered within main contracts and any other required services such as traffic counting, and transport monitoring surveys are procured efficiently • Ensure all procurement follows the Transport procurement strategy and Council's procurement policy regardless of value. • Endeavour to attract great consultants and contractors to work on the Council roading network through exceptional procurement and great supplier management • Ensure there is a focus on continuous improvement when developing new contracts to strive for gains in efficiency and value for money • Develop strong supplier relationship and effectively negotiate contracts which deliver on Council's procurement objectives • Monitor and report contract risks and mitigations • Strive to negotiate the best contract terms of Council • Ensure appropriate review of contracts by Council legal adviser • Ensure that contracts are executed in accordance with Council's legal requirements • Working with the Council PPMO team, ensure that all contracts are in the Council's contracts register and saved in Daisy • Monitor each and every contract and develop and maintain performance records for all contractors and consultants • Implement regular contract reporting, ensuring focus on delivery of objectives, risks and financial management • Apply standard industry best practice principles and Conditions of Contract in the Management and Administration of construction contracts • Administer construction contracts as Principal's Representative on behalf of Council • Managing minor projects as required • Work closely with the Roding and Drainage Engineer who will be effectively your "eyes on the ground", determining where there are quality, Health and Safety, or other issues that need to be resolved with the contractor

	<ul style="list-style-type: none"> • Work closely with the Senior Transport Safety Engineer to ensure consultants are providing effective service in design and MSQA • Lead dispute and contract negotiations, escalating to the Maintenance and Delivery Manager as required • Provide advisory support, as being a subject matter expert, to the team in complex technical and contract management areas • Working with the Works Programme Manager, ensure there is a performance framework in place to ensure consultants and contractors are meeting expectations • Develop templates, guidance, and training for the Transport team, and deliver process improvements to increase efficiency and value for money. • Brief and monitor contractor work practices and processes that ensure compliance with the Health and Safety at Work Act 2015 • Provide other transport services and advice as required by your manager • Ensure that all Service Requests and Elected Member queries directed to you are responded to within the required timeframes • Ensure your work is planned and can be delivered within committed timeframes. Where it cannot be, ensure your manager is advised so they can support you in the re-prioritisation of work
Health and Safety	<ul style="list-style-type: none"> • Drive better safety outcomes through contracts • Take reasonable care that your action, or inaction, does not adversely affect the health and safety of others • Take reasonable care of your own health, safety, security, and wellbeing • Ensure all health, safety and security incidents are reported
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Establish and maintain effective relationships with third party suppliers and contractors on the PCC network
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • A tertiary qualification in engineering or equivalent experience • A minimum of five years contract management experience • Demonstrated experience in developing and managing NZS3910, NZS3916 and NZS3917 contracts • Demonstrated experienced in the procurement of professional services and physical works contracts • An understanding of Waka Kotahi funding mechanisms and systems • Excellent negotiating skills • Excellent interpersonal and communication skills • Ability to prioritise, plan and accommodate competing demands • Planning skills • Demonstrated maintenance and/ or project management experience • Integrity • Problem solving skills • Good computer skills in the standard applications with the ability to pick up new applications • Current full NZ driving licence • An understanding and commitment to health and safety in the workplace • An understanding and commitment to diverse workplaces • An understanding and commitment to the Treaty of Waitangi and bicultural issues
It would be great if you also have	<ul style="list-style-type: none"> • CPEng/ CIPS • Local body roading experience • Public consultation experience • An understanding, if not operational knowledge of, Asset Works Manager database (previously known as RAMM) • Qualification as an approved evaluator as required under clause 10.19(a) of the NZTA Procurement Manual • Political nous

Last updated September 2025



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