

Your Position

Your job	Project Manager – Water Billing
Your group	Corporate Services
Your team	Programme and Project Management
Your manager	Manager Programme and Project Management Office, Lynne Fuller
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 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

Corporate Services' purpose is to:

- provide advice and management on everything relating to Council's financial planning, budgeting, management and reporting activities
- provide advice and management on procurement, the negotiation of commercial arrangements, Council's property portfolio, and the delivery of programmes and projects
- provide information and technology advice and services
- drive the improvement in customer services and the customer experience, ensuring that each customer interaction lives up to Porirua City values / identity
- provide other internal administrative services.

Your purpose

The Project Manager – Water Billing's role is to:

- complete detailed planning of the project to confirm the timeline, budget and scope, as well as identify and mitigate project risks.
- Manage and deliver the project adhering to the project plan
- Establish and maintain internal and external relationships and ensure regular communication with stakeholders.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• Project team members, including business analyst and test analyst where applicable
External people and groups	<ul style="list-style-type: none">• Contractors, consultants and suppliers• Government, public organisations and business• Other local authorities• Project stakeholders
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
Operational Delivery	<p>Project Management</p> <ul style="list-style-type: none">• Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation.• Projects planned and delivered in accordance with Council project management methodologies. Manage project risks and issues in line with Council's Risk Management Policy.• Build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation• Coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project staff from various functional departments

	<ul style="list-style-type: none"> Analyse project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements and business expectations Develop and manage an appropriate project schedule and work plan based on project methodology (e.g., waterfall, agile) Manage project expenditure against budgets within approved tolerances and re-forecast expenditures. Internal and external stakeholders are engaged to secure the support necessary for successful delivery of projects. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables Utilize industry best practices, techniques, and standards throughout entire project execution Measure project performance to identify areas for improvement Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans Ensure project documents are complete, current, and distributed appropriately Work alongside the Change Manager to ensure change controls of the project including proper documentation and communication are implemented Facilitate regularly scheduled project meetings to cover project updates, deliverables, and risks Prepare meeting agendas, and update and distribute meeting minutes <p>Health and Safety</p> <ul style="list-style-type: none"> 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.
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 Develop relationships with key stakeholders to lead and influence key projects and procurement activities.
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"> • Relevant experience working as a project manager in programmes /projects that have followed an internationally recognised methodology • Experience project managing the implementation of various financial systems projects • Expertise in various project management frameworks and methodologies including Agile/iterative and Waterfall approaches • Blended skills working a pseudo-BA capacity to further flesh out high-level requirements and to develop test strategies and test scripts • High attention to detail with strong planning and organisational skills • Highly developed enterprise planning skills and stakeholder engagement skills • Logical approach to problem solving and decision making • A demonstrable track record in achieving results through their own efforts and through others • Ability to build great relationships with internal and external parties. • Experience of leading teams and delivering exceptional customer service • The ability to work with tight deadlines and perform under pressure • Strong written and verbal communicators, able to communicate with team members, management personnel, and end users throughout the organisation • Ability to work under pressure to tight deadlines and prioritise workload. • Good process and report writing skills including the ability to articulate and analyse issues • Demonstrated customer focus. • Understanding and commitment to health and safety in the workplace • Understanding and commitment to the Treaty of Waitangi and bicultural issues • Understanding and commitment to diverse workplaces
It'd be great if you are also	<ul style="list-style-type: none"> • PRINCE2 or other recognised Project Management qualifications • Experience with MS Project and JIRA • Experience in local government • Familiarity with the Local Government Act 2002 and other relevant legislation

Last updated January 2026



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