

## Your Position

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

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

Last updated January 2026



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