

JOB DESCRIPTION

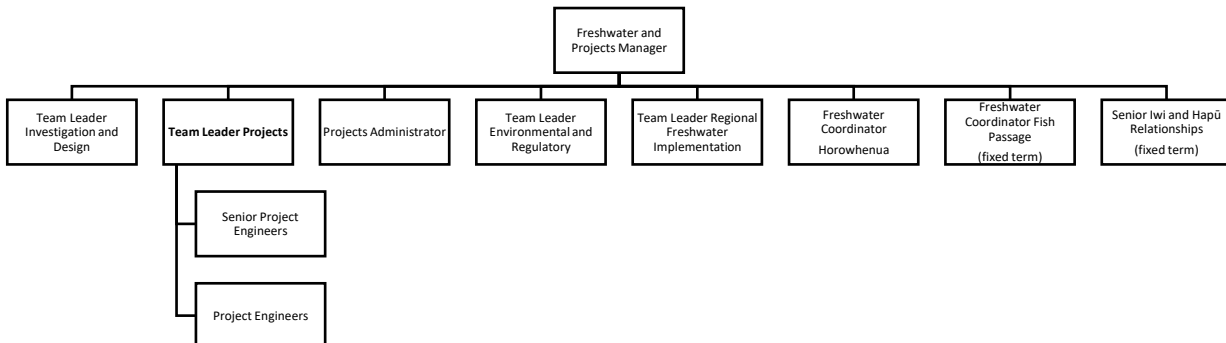
Job Title: Team Leader Projects
Work Unit: Freshwater and Projects Team
Responsible to: Freshwater & Projects Manager

Position purpose:

- Effectively coordinate and manage the Projects Team and work programme.
- Coordinate the delivery of a capital work programme for the river management and flood protection activity and other specific projects as required. This includes managing budgets, procurement and reporting for projects, coordinating internal and external input to projects and engagement around the project internally and externally.
- Be a key Horizons' face developing and maintaining effective relationships with customers and key stakeholders.
- Providing mentoring and training around project management and delivery of projects.
- Ensure that the cultural, ecological, biodiversity, and recreational values associated with river management works are thoroughly considered and embedded in the works we undertake.
- Ensure that there is a high level of awareness of and ensuring compliance with relevant regulatory requirements in all the works we undertake.

Salary: \$104,670 (85%) – \$123,141 (100%) Indicative pay range
Date: February 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Other Local Authorities and Government Departments/Agencies ▪ Horizons Regional ratepayers ▪ Iwi/hapū ▪ Consultants and contractors ▪ Interest and community groups ▪ Heritage New Zealand ▪ Land owners, occupiers and farm managers ▪ General public (both solicited and unsolicited contact). 	<ul style="list-style-type: none"> ▪ Catchment Operations Group. ▪ Policy, Consents and Consents monitoring. ▪ Information Management. ▪ Catchment data. ▪ Science and Innovation Team. ▪ Other Horizons staff. ▪ Senior Management ▪ Elected members ▪ Civil Defence and Emergency Management (CDEM) staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Team Development, Support and Leadership	
<ul style="list-style-type: none"> ▪ Provide effective and competent leadership, advice and guidance to both reporting staff and on occasion other staff within the group. ▪ Supervision of team members and contractors as required. ▪ Assist with the recruitment of new staff. ▪ Develop staff capability and skills. ▪ Actively assist and mentor less experienced team members when needed. ▪ Participate fully in the performance management process working with staff to develop, monitor and review work. ▪ Set work programmes and priorities for staff in accordance with organisational and group goals. ▪ Promote a culture that reflects the organisation's values, customer focus and excellence objectives. ▪ Provide regular feedback to the Freshwater and Projects Manager on team performance. ▪ Contribute to emergency management response in accordance with Emergency Management Manual or as requested. ▪ Undertake River Management Duty Officer role as directed. ▪ Provide effective direction, and guidance to embed environmental awareness and good management practices within the work that teams undertake in alignment with the broader Catchment Operations Group. 	<ul style="list-style-type: none"> ▪ Team members feel well supported with direction, advice and guidance. ▪ The performance and well-being of reporting staff is monitored regularly, with any difficulties identified and remedial actions agreed to. ▪ Ensure new staff are recruited in a timely manner and inducted into Horizons and the team. ▪ Staff have professional development plans in place that identify training and development opportunities and career progression. ▪ Performance development and reviews indicate that staff are suitably trained and are carrying out their task to a required standard. ▪ Staff have a clear understanding of their work objectives and are delivering on these. ▪ Staff exhibit behaviours that reflect the organisation's values, customer focus and excellence objectives. ▪ Feedback to the Freshwater and Projects Manager is effectively communicated in a timely manner with a "no surprises" approach. ▪ A professional and willing response towards any assigned Emergency Management function is evident. ▪ Facilitate opportunities for on-going learning, upskilling, and implementation of good management practices for the group and your team.

Project/Financial Management

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| <ul style="list-style-type: none"> ▪ Prepare detailed work programmes in accordance with the project and reporting requirements. ▪ Establish and lead project teams. ▪ Effectively manage projects to ensure desired outcomes, in terms of performance, budgets, reporting and timelines. ▪ Deliver and monitor work programmes to ensure compliance with Council's policies and procedures. ▪ Prepare accurate, timely reports on projects and budgets, including budget forecasting. ▪ Exercise effective financial management in relation to project and programme budgets. Ensure conformance with financial delegations, procurement and purchasing procedures. ▪ Assess regulatory and other permission requirements for works and obtain any resource consent approvals etc. and implement projects in accordance with permission requirements. ▪ Be a project lead liaising with Horizons staff and externals in relation to projects. ▪ Provide input to applications for funding and management of funding when it is received. | <ul style="list-style-type: none"> ▪ Work programmes are prepared within timeframes with accuracy around project delivery methods, budgets, timeframes and deliverables. ▪ Information is co-ordinated and prepared accurately within the agreed timeframes for the Annual Report and other reports as required. ▪ Annual budget is prepared within timeframes. Budget forecasting is prepared in a timely and accurate manner and uncertainties are identified. Expenditure is within the agreed budgetary guidelines. ▪ Purchasing and accounting procedures are fully complied with and financial delegations are always adhered to. Prior approval is obtained for budget variations. ▪ Regulatory and other permission requirements are identified, obtained and adhered to. ▪ Documentation in relation to compliance with the appropriate regulatory frameworks is completed in a timely and accurate manner to ensure works fully comply with these requirements. ▪ Auditing of works (including contractors) to ensure compliance with the appropriate regulatory framework is completed. ▪ Funding opportunities are actively sought from external sources with consideration to organisational capacity to deliver, accuracy around budget estimations, timeframes and deliverables. |
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Formal Contract Management

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| <ul style="list-style-type: none"> ▪ Prepare documentation and manage formal tendering process in accordance with NZS 3910 and Horizons Regional Council procedures. ▪ Manage and administer formal contracts strictly in accordance with NZS 3910 and Horizons Regional Council procedures. ▪ Maintain quality assurance on all project works. ▪ Develop and implement processes and policies to enhance contract administration. ▪ Manage seconded staff in the supervision of physical works contracts. ▪ Achieve best financial outcome for the organisation, consistent with professional ethics. ▪ Manage negotiations regarding land requisition and compensation for the project works. ▪ Ensure contracts include and clearly state the regulatory requirements that the works are operating under including the expectations of the works to fully comply with these requirements. | <ul style="list-style-type: none"> ▪ Appropriate tender process, contract evaluation, presentation of tender reports with recommendations and awarding of contracts is completed to a high standard. ▪ Formal contracts are managed effectively and to the required standard. Contracts are supervised with particular emphasis on Health and Safety and quality assurance. ▪ Continually reviewing process and policies to ensure continuous improvements in how projects and contracts are managed and administered ▪ Contract records are maintained, reporting requirements are met, and all contract administration (including payment) requirements are met. ▪ Outcomes that are fair and clearly understood by both parties are achieved in relation to land purchase and compensation. ▪ Contracts include regulatory requirements for any works being undertaken. ▪ Auditing of contractors is undertaken to ensure compliance with the requirements of the contract. |
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Communication and Advocacy

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| <ul style="list-style-type: none"> ▪ Maintain effective communication in relation to project works with Senior Management, TLAs, Government departments, ratepayers, Iwi, interest groups and with the public in general. ▪ Act as the Council's representative and contact point in relation to any project works. ▪ Address community groups etc. ▪ Respond to written and verbal requests for information and advice. ▪ Maintain open and clear communication around the works we undertake and the associated notifications and adherence with the appropriate regulatory frameworks. | <ul style="list-style-type: none"> ▪ A professional attitude is projected at all times in dealing with external contacts. ▪ Information is accurate and is provided in a timely manner. ▪ Communication around projects and work programmes is clear, timely and accurate. ▪ Accurate and timely responses to information and media requests are provided. ▪ Customers are satisfied with responses to written or verbal requests for information. ▪ Appropriate tools are used to maintain open and clear communication around our use and compliance with the appropriate regulatory frameworks. |
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Health and Safety Management

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| <ul style="list-style-type: none"> ▪ Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. ▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Promote and support the safe and early return to work of injured employees. ▪ Ensure hazard management plan review is undertaken annually for your team. ▪ Ensure all hazards are identified and steps are taken to mitigate them. ▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. | <ul style="list-style-type: none"> ▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness. ▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. ▪ Hazard management processes are reviewed annually and implemented and monitored for your team. ▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas. ▪ All staff are provided with, and trained in, the use of appropriate PPE. ▪ Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. ▪ A high level of health and safety awareness is evident in all activities. |
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Corporate Contribution

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| <ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). ▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency. | <ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately. ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities. |
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PERSON SPECIFICATION

Knowledge/Experience

Essential:

- Tertiary qualification in Civil Engineering at a minimum level of NZCE or equivalent plus at least 2 years directly related experience.
- A current Class 1 (full) Motor Vehicle Licence

Highly desirable:

- Three to five years relevant experience.
- At least two years regional government experience or equivalent.
- A minimum of three years' experience in contract management.
- Sound understanding of relevant legislation and NZ standards.
- Ability to prepare work programmes and to project manage.
- High level of financial management skills including preparation of budgets, financial management of budgets and accurate and clear reporting on budgets.
- Sound knowledge in Microsoft Word, Excel and Project Management.
- Experience in staff management.
- Proven experience in securing and successfully managing government co-funded projects.
- Proven ability work effectively with iwi/hapū, the general public, landowners and agencies including managing expectations.

KEY JOB COMPETENCIES

Expert Knowledge

- River and Drainage Engineering or Civil Engineering practices
- Project management, contract management and financial management
- Problem solving and conflict resolution
- Working on collaborative projects

Advanced Knowledge

- Communication skills
- Safe work practices
- Time management
- Staff management and team leadership

Working Knowledge

- Competence in Microsoft Office packages
- Resource management legislation

Awareness

- Sensitivity to differing cultural perspectives.
- Community awareness
- Political awareness

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal, written, and presentations).
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- A high level of interpersonal and negotiation skills.
- Ability to lead and achieve results from a project team.
- Reliable and dependable.
- Able to relate to and engage positively with a wide range of people, including Governance.
- A good level of physical fitness.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___