

## ROLE DESCRIPTION

<b>Position</b>	Eastern Bay of Plenty Project and Programme Manager
<b>Location</b>	Ōpōtiki District Council and other council offices as required throughout the Eastern Bay of Plenty
<b>Responsible to</b>	<p>Primarily to the CEO of Ōpōtiki District Council in consultation with Whakatāne and Kawerau District Councils CEO's and Bay of Plenty Regional Council CEO</p> <p>Operational oversight will be provided by the Management Steering Group comprising representatives of Ōpōtiki, Whakatāne and Kawerau District Councils, Toi EDA and Bay of Plenty Regional Council.</p>

### Primary Objective

*The purpose of this role is to work on behalf of the Eastern Bay of Plenty region to ensure that projects within or complementary to the Eastern Bay of Plenty Regional Development Report are implemented. This will be achieved by the EBOP Project Programme Manager having an overview of portfolio and project management and performance assessment. The role will require strong interpersonal skills to engage and work with a wide range of iwi/Māori, private and public agencies to ensure delivery of the outcomes sought from the Regional Growth Programme. Understanding of regional economic development, the Provincial Growth Fund and council decision making will be critical to the role. Along with input from the Project Team this role will also be responsible for shaping the agendas for the Regional Growth Leadership Group to gain maximum benefit and to encourage all development stakeholders and project managers to work in collaboration.*

### Key Outcomes

Supporting the Chairs of the Regional Growth Leadership Group, Council CEO's and the Project team, the Project and Programme Manager position has the following key purposes:

- 1) Manage and support the implementation of the EBOP Regional Development Programme, including activities within the existing EBOP Regional Development Report and pipeline projects.
- 2) Report against progress, performance and risk at all levels of the EBOP Regional Development Programme.
- 3) Maintain strong programme and project management disciplines and reporting frameworks.

- 4) Provide and maintain robust and collaborative stakeholder engagement and oversee communications to support positive outcomes.
- 5) Support project managers to achieve milestones and complete projects including encouraging collaboration and cooperation between agencies, projects and across work streams where needed.
- 6) Support the Regional Growth Leadership Group to qualify pipeline projects for addition to the EBOP Regional Development Programme.
- 7) Help to shape the agenda for the Regional Growth Leadership Group based on the risks and issues arising through the programme so that maximum value is gained from meetings.
- 8) Carry out benefits tracking against pipeline projects.

The Project Programme Manager will need to understand the wider objectives of the organisations involved in delivering an Action Plan and have credibility in portfolio, programme and project management to be able to influence others. They must be able to develop and maintain effective working relationships with Iwi/Māori, elected members, senior managers, project teams and managers, any third party service providers and external agencies.

The role will provide strategic alignment, overview and scrutiny, ensuring wider policy and strategic fit.

#### Functional Relationships:

<b>Internal</b>	Ōpōtiki, Kawerau, Whakatāne District Council, Bay of Plenty Regional Council, CEO's, Mayors, Senior Managers and staff. Toi EDA
<b>External</b>	<ul style="list-style-type: none"> <li>• Project Managers (within the region and across central government)</li> <li>• Ministry of Business, Innovation and Employment/Provincial Development Unit</li> <li>• Ministry for Primary Industries</li> <li>• Te Puni Kokiri</li> <li>• Eastern Bay of Plenty Business Leaders and Organisations associated with the Report and Programme Plan.</li> <li>• Iwi/Māori Leaders and Organisations associated with the Report and Programme Plan.</li> <li>• Western Bay of Plenty District Council.</li> <li>• Other Local &amp; Central Government agencies associated with the Report and Programme Plan.</li> </ul>

## Key Tasks

	<b>Expected Deliverables/Outcomes</b>
<b>Portfolio and Project Management</b>	<p><b>Portfolio Management</b></p> <ul style="list-style-type: none"> <li>• Ensure the overall integrity and coherence of the Programme portfolio is supported.</li> <li>• Programme delivery problems and issues are resolved.</li> <li>• Dependencies across and within the programme are identified.</li> <li>• Strategic oversight and reporting is provided to the Project Team and Leadership Group.</li> </ul> <p><b>Project Management Development and Oversight</b></p> <ul style="list-style-type: none"> <li>• Provide direction and guidance to project managers, and key stakeholders for the effective planning, monitoring and delivery of projects.</li> <li>• Ensure good practice in Project Management disciplines across the programme and within projects.</li> <li>• Mechanisms and protocols are established that ensure regular dialogue with all programme participants including contractors to promote problem solving, team working, risk-sharing and implementation.</li> <li>• Champion good practice programme/project management disciplines amongst stakeholders and partners.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Progress is reported to the Project Team and Leadership Group, via a monthly status report and attendance at these meetings.</li> <li>• Quarterly reports to key stakeholders.</li> </ul> <p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Support and direction is provided to projects in the form of internal quality assurance activities in order to maximise the success of initiatives.</li> <li>• When strategic initiatives are not as successful as expected, they are analysed to differentiate between a poor strategy/project and poor implementation of a good strategy/project.</li> </ul>
<b>Cross Organisational Programmes/Projects</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate management and communication across the various agencies involved in programme and projects.</li> <li>• To identify and build connections between projects as required for effective implementation and outcomes.</li> <li>• Provide feedback and learning to stakeholders on programme and project outcomes.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Close working relationships with all parties involved in the delivery of the programme and projects are built and maintained.</li> </ul>

	<ul style="list-style-type: none"> <li>• Key relationships across the programme and projects are managed to ensure best outcomes for the region as a whole including high level assessment and management of the expectations and requirements of key stakeholders.</li> <li>• Input to programme /projects from external agencies, business and Government departments/agencies is facilitated and managed.</li> <li>• Appropriate participation in external networks to engage with and understand stakeholder intentions/strategies and plans as they relate to the programme plan.</li> </ul>
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Signed by the Position Holder

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Signed on Behalf of Ōpōtiki District Council

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