

Project Lead

PURPOSE

To lead the planning, coordination, and delivery of capital and operational projects across Council, ensuring outcomes are achieved efficiently and collaboratively.

REPORTING TO

Programme Lead

DIRECT REPORTS

None

KEY ACCOUNTABILITIES

Project Delivery:

The Project Lead will be responsible for the successful delivery of capital and operational projects

- Establish and maintain clear project baselines across all assigned projects, including scope, programme, budget, risk, and resource planning, with ongoing tracking against those measures.
- Lead the planning, coordination, and delivery of capital and operational projects to ensure successful outcomes.
- Implement and manage project delivery plans, ensuring projects are completed on time, within scope, and within budget.
- Monitor project performance and provide accurate financial reporting, including budget preparation, tracking, and forecasting.
- Ensure appropriate project close-out processes, including the preparation of comprehensive handover documentation to Asset Management and Operations teams.
- Lead procurement activities in alignment with the New Zealand All-of-Government Procurement Framework, ensuring compliance and value for money.
- Lead effective contract management, including the use of NZS391X suite of standard construction contracts.
- Produce and present timely and accurate reports as assigned by manager.
- Work closely with other staff and teams to enhance visibility of projects and programmes, and to support the development and delivery of internal and external communication, consultation, and engagement plans.

Promoting Workplace Wellbeing and Health & Safety:

- Collaborate with the managers, staff and business support functions to monitor and support health and safety compliance across Council, adhering to Council policies and relevant legislation.
- Proactively identify and escalate health and safety risks to promote a safe working environment.
- Foster a positive and supportive work environment that promotes staff well-being and collaboration, contributing to improved ways of working.

Contribute and support the wider Service Delivery and Council Functions

- Provide advice to Council on project delivery matters and opportunities.
- Undertake necessary training to ensure preparedness for Civil Defence and Emergency Management.

KEY ATTRIBUTES

- High performing worker who can effectively manage a high workload
- Forward-Thinking & Process-Oriented: Continuously looks for ways to improve and streamline systems and processes.
- Motivating Team Player: Inspires collaboration and builds positive working relationships within the team.
- Proactive Problem Solver: Anticipates challenges and implements effective solutions.
- Adaptability: Able to work in a fast-paced environment and adapt to evolving priorities and responsibilities.
- Collaborative Communicator: Skilled in engaging with diverse stakeholders and building positive relationships.
- High level of computer literacy using Microsoft Office and information systems.

EXPERIENCE & QUALIFICATIONS

- Proven track record in leading **complex** projects within local government or public sector environments from inception through to handover.
- Significant experience in project planning, budgeting, risk management, and reporting.
- Significant experience in overseeing and driving performance of contractors and consultants to successfully deliver projects within complex regulatory and stakeholder environments.
- Significant experience in stakeholder (internal and external) engagement, including cross-functional teams, working with community groups and elected officials.
- Tertiary qualification in Project Management, Public Administration, Engineering, Planning, or a related field.
- Certification in project management methodologies (e.g., PRINCE2, PMP, Agile) is highly desirable.

Manager Signature

Date

Employee Signature

Date