

Project Manager

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

The purpose of this role is to ensure the delivery on time and on budget of the projects within the organisation across multiple strategic and operational programmes, as assigned by the PMO. This includes having the ability to work autonomously, engaging the business, estimating resource requirements, and managing project progress using the organisation's preferred methodologies. To develop and deliver better fit for purpose systems and processes by interfacing between business units, project stakeholders and subject matter experts to assist them in resolving issues and identifying opportunities to deliver better business outcomes.

Ngā Haepapa | Accountabilities

- Initiate, develop, manage and progress assigned strategic and operational project management deliverables across the organisation, including risk identification and management, issue resolution, scheduling, resourcing, financial reporting, and working with a variety of teams within the organisation's project management framework to facilitate ensuring objectives are delivered with optimal use of resources and funds.
- Direct and plan the effective implementation of projects from commencement to completion, actively promoting and fostering teamworking and collaboration to effectively define strategy, goals and commitment to timelines and deliverables including the initiation, planning, implementation, control, review, and closure of projects. Effectively managing project teams simultaneously across a breadth of projects, through allocation of work, monitoring progression, and issue resolution.
- Develop, manage, and maintain effective partnerships within project teams, working across the organisation and externally to ensure an integrated project management approach to output delivery which ensures buy-in to project benefits and ways of working so that when implemented we maintain the gains from projects in line with the organisation's values and expectations.
- Lead and facilitate workshops and requirements gathering sessions to ensure understanding of the inputs and outputs for successful delivery of projects. Create, analyse, and interpret project data, information, work systems and practices and systems and present these succinctly and prioritised to enable the organisation to make informed and strategic decisions about projects.
- Create and maintain project and programme reports, to enable efficient quality reporting to project steering groups and executive governance groups, both internally and externally to the organisation, including the provision of recommendations to support decision making.
- Design, establish, enable, contribute, and provide technical input into the organisations progress towards project management best practice and successful delivery of the PMO Roadmap including leveraging business networks and relationships to maximise the utilisation and effectiveness of the available Project Management best practice tools, systems, processes, and external resources.
- Proactively lift Project Management capability and capacity within the organisation and with our external partners by identifying, developing, and delivering expert technical assistance, structured training, and acting as a coach or mentor when called upon to support achievement of operational and strategic outcomes.
- Provide guidance, support and mentoring for Project Coordinators within the PMO.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.

- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations, you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the PMO Leader to support the delivery of practices that directly align to, support, and enable the delivery of the sections and wider business' strategic and operational outcomes within the organisation's project management best practice.
- Close working relationships and frequent engagement with Project Management team members to support capability development and maximise delivery of desired outcomes.

- Frequent engagement with Project / Programme teams and executive leaders to support the delivery of the Annual and Long-Term Plan strategic direction, and of the operational programme of work.
- Liaise with Portfolio Leadership Groups, Governance Groups, and key staff to ensure innovation and collaboration in the achievement of operational and strategic outcomes at their quarterly review workshops, and as required.
- Regular collaboration with the wider organisation to build capability, enhance and maximise the utilisation of Environment Canterbury systems, tools and processes in the effective delivery of project / programme milestones and outcomes.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Actively contribute to our partnerships with local authorities by providing support to them where required. This would typically be support for a shared service where Environment Canterbury has expertise that a local authority does not, or in the development and implementation of government project management best practice.
- Regular engagement with external contractors and consultants, to develop and maintain strong relationships, liaise with external parties and internal project teams to ensure the delivery of timely outcomes
- Regular engagement with external stakeholders involved in projects, to develop and maintain strong relationships which ensure sound and regular communications are in place a different communication channels are catered for.
- Maintain contacts with appropriate Project Management affiliations and organisations as required.

Ngā Herenga Motuhake | Special Conditions

May be required to work outside of the normal working hours from time to time.

Overnight stays will be required while undertaking site visits across the region.

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A qualification in project management (Prince2 or PMI Certification), quality of continuous improvement methodologies or significant demonstrable experience in these areas.
- Agile and Scrum methodology and delivery qualification or demonstrable experience.
- Business analysis and/or data analyst certification would be an advantage.
- A qualification in change management and/or risk management would be an advantage.

Mātau ā-wheako | Experience

- At least five years' experience managing projects, delivering successful outcomes in complex organisational settings, including project planning, implementation, monitoring and reporting.
- Demonstrably high standard of strong communication skills: written, verbal and non-verbal with the ability to engage and create understanding across a diverse range of people including technical and non-technical audiences, executive / senior management, and stakeholders.
- The ability to develop and maintain strong relationships, engage in a professional and respectful manner, influence, problem solve, and remove obstacles, coupled with a high level of business acumen and political awareness.
- Demonstrated ability to work with senior managers and other key stakeholders in a professional and respectful manner
- Strong problem-solving and identification skills to pre-empt obstacles and conflicts.

- Experience in Agile and Waterfall project methodologies.
- Experience in managing business process improvement projects.
- Proven ability to assemble, mentor and grow cross-functional teams.
- Experience in managing information services projects.
- Experience in business process reengineering, data delivery, application implementation, and utilisation of DevOps an advantage.
- Experience as a business analyst would be an advantage.
- Experience of working in government or political environments would be an advantage.
- Proficient across the MS Suite of applications, particularly Project and Teams.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the team member level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade
6 / 16

Position Code
SERVBSC.010

Last Updated
April 2025

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: