



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

## Position Description

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<b>Title:</b>	Programme and Commercial Manager Outcomes
<b>Group:</b>	Transport Services
<b>Reports to:</b>	Commercial Manager
<b>Band:</b>	20
<b>Date:</b>	July 2022

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### Context

#### Our purpose

***Waka Kotahi. Moving. Together***

A land transport system connecting people, products and places for the thriving Aotearoa.

#### Group and team purpose

Our Transport Services Group plan, design, build, operate and maintain an integrated transport system which reflects our plans and priorities and to provide, improve and maintain the land transport system to effectively enable transport services.

#### Position purpose

The National Land Transport Programme (NLTP) represents our commitment to provide New Zealanders with a safe, accessible, efficient and connected transport system. As part of the Commercial Team, the Programme and Commercial Manager Outcomes will take ownership of the programme level infrastructure delivery aspects to support improved commercials at the delivery level. This role provides strategic direction and leadership for Waka Kotahi to manage the overall delivery of the Transport Services Programme.

The Programme and Commercial Manager Outcomes provides programme-level strategies, planning, scheduling and reporting, financial control, innovation and improvement. Individual projects are delivered through the System Design and Infrastructure Delivery teams.

The purpose of this role is to support the Commercial Manager and Project Teams with delivery and engagement across various programmes.

Specifically, this role will provide leadership and oversight across the key programme and scheduling workstreams through the systems design/infrastructure delivery and be the key interface with Waka Kotahi teams to ensure that delivery is fully integrated with the organisation's strategies, plans and processes.

#### Key relationships

Internal:

- Programme and Project Directors
  - Regional System Design and Infrastructure Delivery Managers
  - Project leads
  - ID Commercial Team
  - ID Business Improvement team
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- Programme and Standards team

External:

- Industry suppliers (Contractors and professional Services providers)
- Industry groups

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<b>Dimensions</b>	<b>Location:</b>	Wellington or Auckland
	<b>Size of business unit:</b>	5-10 programme management team members

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## What the position involves

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### Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Contributing to the overall successful delivery of improvements at the programme and project level, meeting time, outcome and financial goals.
- Contributing to the achievement of step change outcomes in Health and Safety, construction efficiency and social outcomes.
- Contributing to the development and management of the overall programme strategies and processes, in particular complex project schedule development, resource and cost loading, and forecasting.
- Risk management acumen with the ability to lead teams with good qualitative and quantitative risk analysis using Probabilistic Monte Carlo Simulation to develop a risk adjusted programme schedule
- Ability to lead teams focusing on continuous improvement on project productivity, project controls and planning
- Contribute to the Programme engagement & communication strategy, including management of central and local government programme relationships.
- Contribute to the Programme reporting to various Governance Groups, senior management and NZ Transport Agency Board
- Direct the works planning-processes for the respective commercial and scheduling streams in consultation with key stakeholders.
- With the Commercial Manager, Regional Managers and other Programme Leads, identify and action programme/scheduling initiatives across the system design and infrastructure delivery .
- Contribute to Contract drafting (special conditions) with regards to Programme and Schedule deliverables.
- Ability to undertake forensic delay and disruption analysis of contractual claims.
- Ability to undertake programme audit and interrogation of actual progress on site for live or completed projects.

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

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### Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakapono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

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We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

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## Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

**NGĀKAU AROHA** *Have heart* means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.
- Treat others how we would like to be treated.
- Are inclusive and connected
- Look out for each other

**KOTAHITANGA** *Better together* means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

**KIA MĀIA** *Be brave* means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

**MAHIA** *Nail it* means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the state sector we also hold ourselves to the highest standards of integrity and conduct.

## SPIRIT OF SERVICE

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

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More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

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## The value you will bring

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### Knowledge and experience:

- Extensive experience in leading large and complex infrastructure programme and schedule delivery
- A background in transport infrastructure with a strong and demonstrable business acumen.
- In-depth understanding of the government and regulatory environment.
- Proven ability to build and maintain highly collaborative internal relationships.
- Proven ability to build and maintain relationships with a range of stakeholders including understanding different stakeholder motivations and drivers.
- Strong influencing skills, with the ability to manage external consultants in delivering robust programmes and schedules.
- Experience applying in-depth strategic analysis to complex issues.
- Demonstrated high levels of integrity, honesty and trustworthiness.
- Excellent communication skills, both written and verbal.
- Highly effective planning and organizational skills, including time management and prioritizing work in a complex work environment.
- Practical working knowledge of effective programme and scheduling delivery strategies, practices and principles.
- Have a strong knowledge and ability in risk adjusted scheduling to deliver continuous improvement.

### Qualifications:

- Tertiary qualifications in a relevant discipline

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

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