



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

Position Description

Title:	Principal Project Manager
Group:	Transport Services
Reports to:	Practice Lead – Project Management
Band:	19
Date:	July 2024

Context

Our purpose

Waka Kotahi. Moving. Together

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

Deliver great outcomes now and make the future a better place. Kaitiaki of the transport system – with partners, for people, for our land, and for the future.

The purpose of our group is to, in partnership with others:

Design and deliver integrated land transport network improvements, to enhance system performance and customer experiences.

Operate the land transport network for moving people and freight, providing effective journey choices by optimising existing networks and travel modes each day.

Maintain land transport corridors as a lifeline service, by ensuring cost effective continued access.

Group and team purpose

The Project Services Team is responsible for the management and ongoing development of project management practice and resources within Te Toki | Transport Services. It is accountable for building the enduring project management capability and driving delivery improvements that make it a sector leader in delivery excellence. This includes:

- Driving consistent best practice and standardisation across project management, with better alignment from project development to pre-implementation, and implementation
- Leading capability maturity that improves delivery performance now as well as building new capability in line with future innovation and emerging industry and global trends
- Managing capability development and career pathways for project delivery resources, ensuring quality outputs that support the achievement of successful outcomes
- Driving operational delivery improvements, including identifying, sharing and embedding project lessons, insights and improvements
- Managing resource assignments to ensure capability matches the project need, and driving accurate forecasting of our resource capacity

Position purpose

The purpose of this role is lead and deliver transport infrastructure projects and contribute to the Transport Agency's business plan of delivering great journeys to keep New Zealand moving.

You will work to lead projects through various stages which could include business case development, planning, procurement, detailed design, and implementation as required. This will require leading a project team of internal and/ or external professional people.

As an experienced practitioner, you will support project management best practice through mentoring, leadership and sound decision making.

Key relationships

Internal:

- Infrastructure Delivery Team (Home team)
- Maintenance Operations Team
- System Design Team
- Commercial Delivery Team
- Transport Services business group
- All business groups

External:

- Supply chain
- Industry representative bodies
- Iwi partners
- Other Government agencies
- Central Government transport sector agencies (e.g. KiwiRail)
- Local authorities and transport partners
- Private sector

Dimensions

Delegations: Refer to the NZTA Delegations Register

Location: Various

What the position involves

Accountabilities

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

- Develop and manage land transport projects across the country through the application of sound project management principles
- Leading (when required) a project team of professional people
- Provide leadership, mentoring and support with project management capability development across the Project Management Practice as well as other internal and external teams
- Being an experienced advisor and leader across the Project Management Practice, to support good process and sound decision making, including undertaking checks and reviews of critical documentation for projects
- Provide Governance, partnership and oversight of infrastructure delivery contracts Accountable for financial monitoring, moderation and budget outcomes.

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- Lead the detailed design and construction phases of the Waka Kotahi infrastructure programme co-ordinating with System Design and Maintenance and Operations for an end-to-end product
 - Ensure the delivery outcomes and technical support to local Land Use Development process (LUDs) working with Design and Maintenance and Operations
 - Manage project related communications and engagement, with support and assistance from the stakeholder and communications group
 - Manage relationships, collaborate and engage effectively with key stakeholders, both internally and externally, throughout the development of the projects
 - Work with our iwi partners and communities to get the best outcome for the local communities
 - Interpret and apply relevant legislation, guidelines and standards
 - Oversee a system of adequate checks and controls on consultant and contractor performance to achieve optimal results
 - Carries out performance reviews of all suppliers to ensure optimal performance is extracted and unsatisfactory performance corrected
 - Ensures tender documents clearly define scope, objectives/outcomes risks and key deliverables
 - Ensure tender evaluation is carried out in conformity with the tender documents and Transport Agency's policies and procedures
 - Ensure projects fit with the high-level strategy
 - Constructs project strategies that proactively and comprehensively ensure the project is delivered on time, and to cost and appropriate quality
 - Understand, document and apply the risk management process
 - Manage resolution of infrastructure delivery enquiries and complaints
 - Ensure accurate forecasting and financial management
 - Ensure accurate programming, milestone baselining and tracking
 - Ensure that customer needs are considered in everything we do
 - Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents, and incidents.
 - Promotes a risk-based approach to health, safety, and wellbeing within Waka Kotahi and with external stakeholders.
 - Complies with safety legislation, policies, procedures, safe systems of working and event reporting.

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.

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.

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

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 public service 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.

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

The value you will bring

Knowledge and experience:

- 10+ plus years' experience in project/programme management, including financial & risk management
- Experience in managing contracts within the road transport or civil construction area and a sound understanding of various contract formats
- Experience in contract management within a corporate and multi-agency context
- A sound understanding of the NZS3910, NZS3916 and CCCS forms of contract is required
- Experience with advanced procurement models
- Experience in analysing engineering problems and solutions
- Experience in transport construction works and an in-depth knowledge of the processes involved in planning, designing and building
- Experience in the preparation of infrastructure business cases
- Proven ability to build and maintain relationships with a range of stakeholders, including understanding different stakeholder's motivations
- Experience in leading project teams of professional people including those from external organisations
- Strong influencing skills, with the proven ability to negotiate successfully with senior leaders within the transport sector or similar
- Experience in engaging with key strategic stakeholders including Iwi
- Experience applying in-depth financial and strategic analysis to complex issues.

Qualifications:

- A civil engineering qualification and/or project management experience within the roading/ civil engineering sector
- Professional membership or chartership of a relevant Engineering or Project Management institute is desirable
- A current and valid New Zealanders drivers license.

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.

To learn more about what we do visit www.nzta.govt.nz