

Programme Manager - Freshwater

Purpose | Te arotahi mātua

The purpose of this new role is to provide high-quality programme management expertise to help deliver the Council's freshwater programme. This programme includes both the development and implementation of the new Taranaki Land and Freshwater Plan and the roll-out of the freshwater farm plan system in Taranaki when it enters implementation.

The Programme Manager - Freshwater will be responsible for detailed programme planning, hands-on programme management, reporting, risk management, and assisting in budget management and delivery. The role is also expected to provide high-quality advice to Freshwater Leads, which provides programme oversight and governance.

You will have in-depth knowledge and demonstrated experience in delivering projects and have the drive and passion to support the end-to-end process required to deliver a significant programme of work for Taranaki Regional Council and the people of Taranaki.

The Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

Role dimensions | Te ahu mahi

Responsible to: Strategy Lead
Responsible for: Nil
Primary location: Stratford but may be required to travel throughout the Taranaki region

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Programme management

- Provide day-to-day programme management and support for the freshwater programme, which includes the development and implementation of the Land and Freshwater Plan, and the roll-out of freshwater farm plans.
- Develop and manage a detailed programme schedule and work plan.
- Prepare proposed changes to scope, budget, quality or schedule for the freshwater programme.
- Develop and implement issues management and risk management frameworks and processes, manage programme risks and escalate as required.
- Ensure project deliverables meet required quality standards.
- Offer support and direction to programme staff to help them meet objectives and deliverables.
- Provide input to strategic decisions that affect the functional areas of responsibility.
- Coordinate and report to Freshwater Leads, which provides programme oversight and leadership.
- Coordinate and facilitate the delivery of training for the implementation of the Land and Freshwater Plan.

Programme delivery

- Oversee the freshwater programme using good practice project and programme management processes.
- Coordinate multi-disciplinary teams of internal and external resources to achieve agreed deliverables.
- Manage contracts and report on contract performance impacts.
- Coordinate cross-project teams, project management meetings and governance meetings and manage actions from these meetings.
- Participate in internal engagement and communication opportunities, and external stakeholder and community engagement
- Strengthen the Council's performance culture through role modelling good practice programme management.
- Develop and maintain programme documentation, including progress reports, meeting minutes, and decision logs.
- Ensure alignment of programme deliverables with the Council's strategic objectives.

Financial management and reporting

- Understand the annual budget (overall) and assist in budget management.
- Develop resources needed to reach objectives and manage resources in an effective and efficient manner.
- Meet budgetary objectives and adjust project constraints based on financial analysis.
- Meet reporting objectives as required by the Council's systems and processes.
- Identify and pursue opportunities for cost savings and financial efficiencies related to the freshwater programme.

Stakeholder engagement

- Build and maintain effective working relationships with a range of internal and external stakeholders and programme governance.
- Ensure mutually beneficial working relationships are developed between staff and iwi pou taiao.
- Help ensure that there are robust and positive working relationships within the programme.
- Communicate programme progress, challenges, and successes to Freshwater Leads.

Other Duties

- Contribute to the flexibility, agility and adaptability of your team and the wider organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.
- Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.
- Champion, support, implement and adhere to health and safety policies and procedures.
- Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes.
- Any other duties, as required by the Strategy Lead, Director – Resource Management and/or Chief Executive.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.



Personal specifications | Ngā whakaritenga whaiaro

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|-----------------------|---|
| Qualifications | <ul style="list-style-type: none">• Tertiary diploma in business, management or a field that is relevant to the specialisation of this role, or equivalent practical experience is required.• Prince2, PMP or equivalent certification, is desirable. |
| Experience | <ul style="list-style-type: none">• 5 + years' experience in programme or project management.• Demonstrated experience in delivering programmes or projects on time, to budget, and within the quality measures.• Experience working within regulatory and/or legislative frameworks.• Sound project issues management and risk management experience.• Experience working with, and delivering to, governance levels of organisations.• Change management experience.• Experience in the interpretation and application of contracts. |
| Skills | <ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Excellent verbal, written and interpersonal communication skills with an ability to influence.• Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.• Ability to think strategically and take a council-wide perspective.• Ability to work in a complex work environment, deal with ambiguity and across functions.• Ability to build and maintain strong working relationships internally and externally.• Critical thinking skills applied to complex and varied business problems.• Project software skills and task management tools. |
| Knowledge | <ul style="list-style-type: none">• Advanced knowledge and understanding of project governance, project management, and project accountability.• Working knowledge of environmental legislation and planning processes and projects.• Working knowledge of Te Tiriti o Waitangi and its implications in relation to resource management and in working in partnership with mana whenua.• Working knowledge of tikanga Māori and Te Reo. |

Personal
attributes

- Working knowledge and use of the full suite of Microsoft Office products.
- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully.
- **Goal orientated** – shows commitment and ambition.
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind.
- **Integrity** – leads with purpose and inclusiveness.
- **Resilience** – displays resilience, maintains composure.
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.
- Self-managing and can take the initiative.
- A strong customer focus including the ability to develop solutions that provide 'value for money'.



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
 - All Taranaki Regional Council staff
 - Strategy Lead
 - Policy Manager
 - Land Services Manager
 - Manager Science & Technology
 - Environment Services Manager
 - Consents Manager
 - Compliance Manager
 - Freshwater Leads Governance Group.
 - Taranaki Regional Council councillors.
- External**
 - Iwi authorities
 - Consultants
 - Key stakeholders, including territorial authorities, sector groups, central government agencies and the community

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

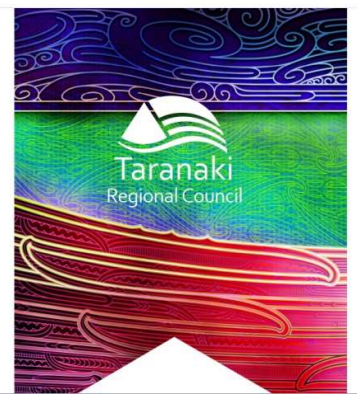
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

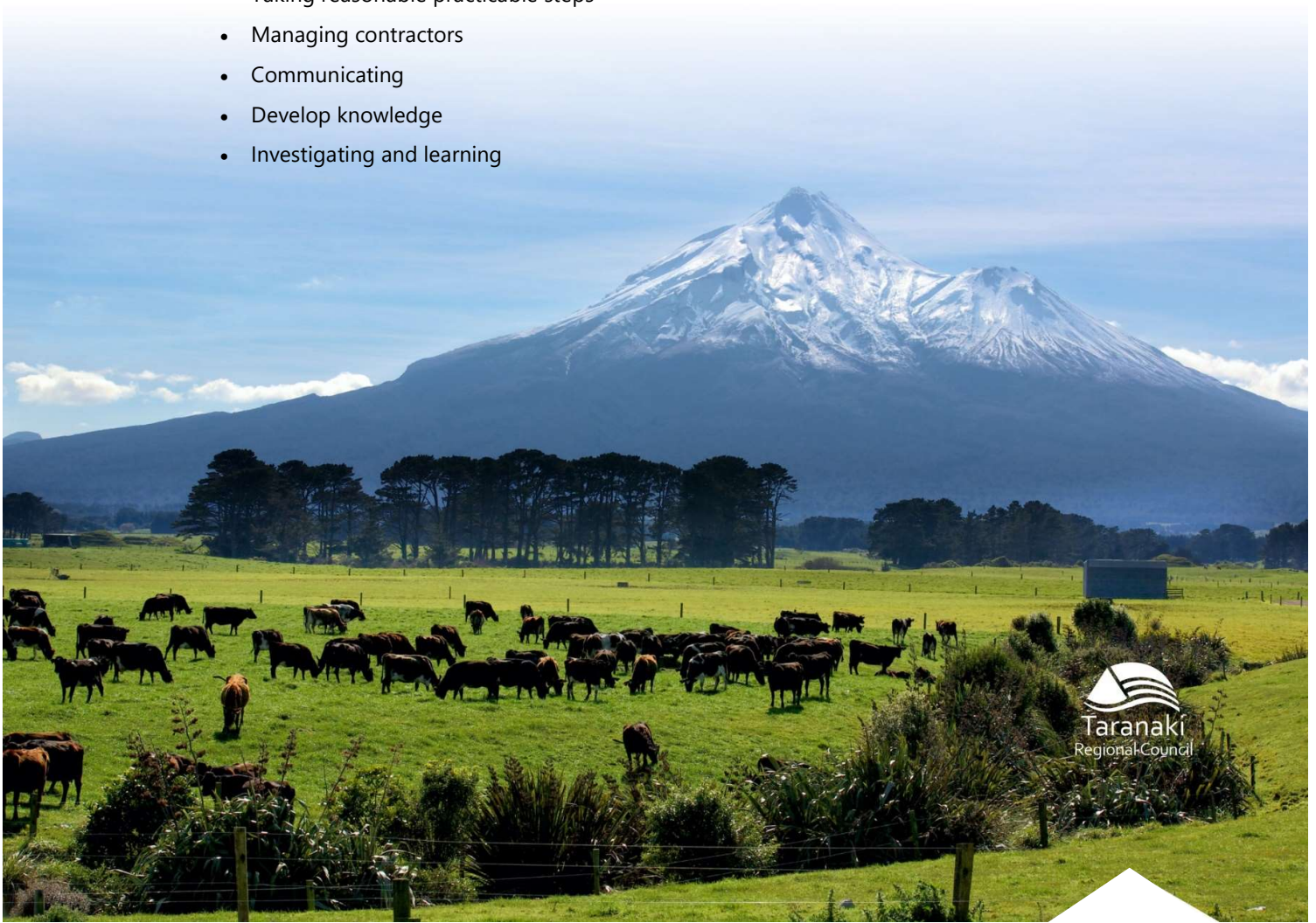
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment