

Position holder (title)	Project Manager (Engineering)
Reports to (title)	Capital Projects Manager
Department / Service	Facilities Management, Corporate Services
Purpose of the position	<p>Manage facilities major and minor capital projects from conception through to completion ensuring they are on time, within budget and to the customers satisfaction.</p> <p>Engagement, consultation and management of key stakeholders including Senior and Executive Management to develop the most cost effective and practical solutions within budget while retaining good buy-in.</p> <p>Feasibility studies and/or business cases are well researched to show alternative processes, cost benefit analysis and calculated life cycle costs.</p> <p>Select, manage and train appropriate resources including internal staff, consultants and external contractors as required to obtain the best possible project outcomes.</p> <p>Combine engineering knowledge, project management best practice methodologies and business acumen to take responsibility for and to manage complex projects including corporate high profile projects.</p>

Working Relationships

Internal	External
<ul style="list-style-type: none"> • Contractors (external) • Contractors (internal) • Senior Consultants • Local Authorities • General Public • Junior Technicians 	<ul style="list-style-type: none"> • Facilities Team • Corporate Support Office • Finance • Departmental Service Managers • Executive Team • Project Sponsors • Staff with functional responsibilities • Consultants • Contractors

Dimensions

	Responsible for managing multiple projects (under HBDHB management sign-off) to the value of \$2m-\$6m annually.
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Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT
ĀKINA IMPROVEMENT
RARANGATE TIRA PARTNERSHIP
TAUWHIRO CARE



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.



RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.



ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.



TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.

Key Accountabilities

CAPITAL PROJECT PLANNING	
<p>Tasks (how it is achieved):</p> <p>Engage, consult and manage key stakeholders including Senior and Executive Management to understand their requirements, negotiate and develop the most cost effective and practical solution within the allocated budget while retaining good buy-in.</p> <p>Feasibility studies and/or business cases are well researched to show alternative processes, cost benefit analysis and calculated life cycle costs.</p> <p>Detailed project cost estimates are completed to a professional level.</p> <p>Engineering and design principles applied to ensure continuous improvements, reductions in project variations and to obtain the best project outcomes.</p> <p>Legal procurement and tendering processes used to ensure fair contractor recognition and best selection for HBDHB.</p> <p>Terms of reference, capital approvals, capital budgets, and associated project documentation completed to a high standard for approval by Executive Management before each project begins.</p>	<p>How it will be measured (KPI):</p> <p>Project feasibility studies and design work is completed in a timely manner and is well presented.</p> <p>Evidence that the HBDHB project design, tender and approval process is being correctly used</p> <p>Feedback from key stakeholders and Executive Management.</p> <p>Feedback from Capital Projects Manager</p>

CAPITAL PROJECT MANAGEMENT	
<p>Tasks (how it is achieved):</p> <p>Independently select and manage appropriate resources including internal staff, consultants and external contractors as required for each project.</p> <p>Mentor, train and develop junior members of the projects group to obtain the best possible outcomes for HBDHB.</p> <p>Combine engineering knowledge, project management best practice methodologies and business acumen to take responsibility for and to manage complex projects including corporate high profile projects.</p> <p>Provide direction and motivation to the project teams.</p> <p>Organise and run project meetings.</p> <p>Manage, monitor and control projects within tight time frames to ensure each project meets the set project programme schedule.</p> <p>Prepare clear and concise written project reports for appropriate stakeholders, including Senior and Executive Management</p> <p>Complete monthly reports on project status for the rest of the organisation.</p> <p>Effectively monitor and control consultants and contractors for cost effective and timely completion of projects.</p> <p>Finished projects to the required quality standard, within the allocated budgets and before the target completion date.</p> <p>Close projects using the correct HBDHB process.</p> <p>Ensure drawings, manuals and associated project documents are accurately stored in the facilities library.</p>	<p>How it will be measured (KPI):</p> <p>Feedback from Capital Projects Manager</p> <p>Feedback from key stakeholders and executive sponsors.</p> <p>Feedback from the project stakeholder final evaluation form.</p> <p>Project status reporting kept up to date.</p> <p>Evidence that projects are completed using Project Management best practices.</p> <p>Projects completed on time and within budget.</p> <p>Evidence that projects final documents are appropriately filed.</p>

OCCUPATIONAL HEALTH & SAFETY

Tasks (how it is achieved):

- Displays commitment through actively supporting all health and safety initiatives.
- Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.
- Ensures own and others safety at all times.
- Complies with policies, procedures and safe systems of work.
- Reports all incidents/accidents, including near misses in a timely fashion.
- Is involved in health and safety through participation and consultation.

How it will be measured (KPI):

- Evidence of participation in health and safety activities.
- Demonstrates support of staff/colleagues to maintain safe systems of work.
- Evidence of compliance with relevant health and safety policies, procedures and event reporting.

Key Competencies

CUSTOMER SERVICE

Tasks (how it is achieved):

- Open and responsive to customer needs.
- Demonstrate an understanding of continuous quality improvement.

How it will be measured (KPI):

- Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.
- Identifies customer needs and offers ideas for quality improvement.
- Effective management of customers/situations.

ENGAGING EFFECTIVELY WITH MĀORI

Tasks (how it is achieved):

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

How it will be measured (KPI):

- Accelerated health outcomes for Maori
- Evidence of positive feedback from Māori consumers and whānau, and colleagues
- Evidence of collaborative relationships with Māori whānau and community/organisations
- Evidence of whānau participation in the care and support of their whānau member

HEALTH AND SAFETY STATEMENT

- Takes reasonable care of your own health and safety
- Ensures that your actions or omissions, do not adversely affect the health and safety of other persons
- Complies with reasonable instructions given by HBDHB
- Co-operates with health and safety policies or procedures

Essential and Desirable Criteria: Qualifications / Skills / Experience

Essential	
Engaging Effectively with Māori	<ul style="list-style-type: none"> ▪ Demonstrates the ability to engage effectively with Māori consumers (patients/families/whanau) ▪ Demonstrates ability to apply the Treaty of Waitangi within the Service
Qualifications (eg, tertiary, professional)	Engineering, Architectural, and/or Construction bachelor's degree qualification. Or a New Zealand Certificate in Engineering. Green Star Accreditation or equivalent.
Business / Technical Skills (eg, computing, negotiating, leadership, project management)	<p>At least five years' experience in Building, Construction and/or Engineering project leadership and management.</p> <p>Experienced in influencing a variety of stakeholders to achieve cost effective solutions and negotiate win/win outcomes.</p> <p>Experience in implementing cost saving measures and of making continuous improvements.</p> <p>Experienced in managing and leading internal staff, consultants and contractors.</p> <p>Experienced design engineering, architectural and construction building skills.</p> <p>Experienced in contract management and building and engineering compliance and construction standards.</p> <p>Government and/or health sector experience</p> <p>Highly proficient in:</p> <ul style="list-style-type: none"> ▪ Project estimating ▪ Developing a scope of works ▪ Contract documentation ▪ Tendering processes and procedures. ▪ Health & Safety ▪ Scheduling of projects and associated works. <p>Excellent computer skills, including Microsoft products such as Microsoft Project.</p> <p>Time and budget management skills.</p> <p>Excellent written and oral communication skills.</p> <p>CAD drawing experience.</p>

<p>Experience (technical and behavioural)</p>	<p>Values & Behaviours: Shows commitment to, and demonstrates the behaviours of the health sector:</p> <ul style="list-style-type: none"> - He kauanuanu Showing respect for each other, our staff, patients and consumers – this means I actively seek to understand what matters to you. - Ākina Continuously improving everything we do – this means that I actively seek to improve my service. - Rāranga te tira Working together in partnership across the community – this means I will work with you and your whanau on what matters to you. - Tauwhiro Delivering high quality care to patients and consumers – this means I show empathy and treat you with care, compassion and dignity <p>Previous proven customer satisfaction with references showing true integrity. Professional experience working within the public sector. Team worker. Ability to manage projects independently. Ability to work under pressure with minimal supervision. Proactive attitude and work practice. Sense of humour.</p>
<p>Desirable</p>	
	<p>Professional Project Management certification such as PMP or PRINCE 2</p> <p>Active professional member of NZIOB or Engineering NZ</p> <p>Green Star Accredited Professional – V3, Green Star Accredited Professional – Performance, NABERSNZ Practitioner or other green building qualification</p>

Recruitment Details

Position Title	Project Manager
Hours of Work	80 hours per fortnight Permanent
Salary & Employment Agreement Coverage	As per the Individual Employment Agreement (IEA) negotiated with the appointee.
Date	March 2018