

Vacancy Information

Job Title **Project Manager (Community Plan Implementation)**

To work with the Clutha community on the delivery of community-based projects for the Clutha District Council. Assist in the delivery of the Living and Working in Clutha strategy by successfully engaging with suppliers and community groups to define, develop and implement assigned projects and initiatives.

For confidential enquiries Please contact Gregory Borichevsky, Infrastructure Strategy Manager, ph 03 4190202

Vacancy closes 8.30 am, Thursday 16 April 2020

Salary Pay dependent on relevant qualifications, experience and skills.

Included in this information pack Job Description
Clutha District Council Application for Employment Form

To apply **Please complete our application for employment form and return to us, preferably by email, accompanied by your CV and covering letter. An incomplete application is not likely to lead to success.**

Send applications to Email vacancy@cluthadc.govt.nz
Emailed applications must be in either Microsoft Word format or PDF.

Or post to
Community Project Manager (Community Plan Implementation)
Clutha District Council
P O Box 25
Balclutha 9240

Website You may wish to visit our website www.cluthadc.govt.nz for information about the Clutha District and this council.

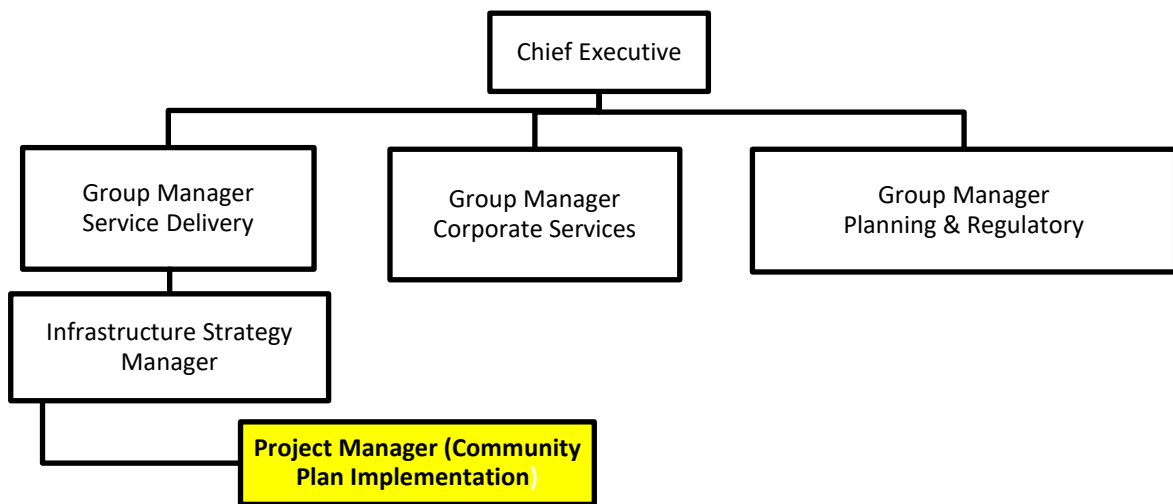
Vacancy Process

- All applicants must be legally entitled to work in New Zealand.
- All applications will be acknowledged to the email address provided in your application (preferred method) or posted if email not included.
- Your application will be treated confidentially. Only staff that are involved in the recruitment process will view the information you provide in your application.
- After the closing date, relevant staff will shortlist the applicants for the interview process.
- Those applicants selected for interview will be contacted by us to arrange a date/time.
- If you are selected for an interview, be prepared to sign a police vetting form authorizing the Clutha District Council to seek a police report on you.
- We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.

Job Description

Job Title	Project Manager (Community Plan Implementation)
Date	March 2020
Group/Department	Service Delivery
Team	Infrastructure Strategy
Location	Based at the offices of the Clutha District Council, 1 Rosebank Terrace, Balclutha with work at other Council premises and activities within and around the Clutha District
Employment Period	Permanent Position
Hours of Work	Full Time (minimum of 37.5 hours/week)
Responsible to	Infrastructure Strategy Manager
Responsible for	Nil
Job Summary and Purpose	To work with the Clutha community on the delivery of community-based projects for the Clutha District Council and to assist in the delivery of the Living and Working in Clutha strategy by successfully engaging with suppliers and community groups to define, develop and implement assigned projects and initiatives.

Organisational Context



Key Result Areas

- Community Groups and Individuals Fully Engaged in Council Led Projects
- Council Community Based Projects are Defined, Resourced, Implemented, Tracked and Reported
- Support and Assistance for Related Asset Planning, Long Term Plans, and Reserve Management Plans
- Support, Documentation and Coordination of Infrastructure Strategy Team on Community Related Work

Job Holder Is Accountable For	Performance Standard
Key Result Area – Community Groups and Individuals Fully Engaged in Council-Led Projects	Measures
<ul style="list-style-type: none"> • Groups, individuals, and volunteers in the community assist with the development, planning, and implementation of community-based projects. 	<ul style="list-style-type: none"> • The Council has a coherent set of project plans which are the result of sound research and active engagement of community views and stakeholders. • Projects are successfully delivered with the appropriate level of community involvement.
<ul style="list-style-type: none"> • Networking and engaging with relevant stakeholders, to identify and manage volunteers’ participation in projects. 	<ul style="list-style-type: none"> • Create an inclusive environment that generates community ideas and adds value through stakeholder and volunteer participation. • A list of potential and engaged community participants is kept up to date and
<ul style="list-style-type: none"> • Community groups and volunteers are kept informed about the status and requirements of community-based projects. 	<ul style="list-style-type: none"> • A high level of communication about projects and related activities is in place for all projects. • Volunteers remain engaged in projects and are valued and recognized for their involvement in to projects,
<ul style="list-style-type: none"> • Funding requirements and supplier resources are identified early and are adequate to support community engagement in projects. 	<ul style="list-style-type: none"> • Budget submissions and approvals are well researched. • Management of resources and funding is at a high level resulting in good results for projects and stakeholders.
<ul style="list-style-type: none"> • Engage with Council staff and contractors. 	<ul style="list-style-type: none"> • Create an inclusive environment that generates ideas and support from Council management, relevant staff, contractors, community groups, and volunteers
<ul style="list-style-type: none"> • Health and Safety requirements and issues addressed 	<ul style="list-style-type: none"> • The health and safety requirements of volunteers engaged on community projects is recognized, planned, and achieved.

Job Holder Is Accountable For	Performance Standard
Key Result Area – Council Community Based Projects are Defined, Resourced, Implemented, Tracked and Reported	Measures
<ul style="list-style-type: none"> • Project plans are developed and implemented effectively. 	<ul style="list-style-type: none"> • The Council has a coherent set of project plans which are the result of sound research and active engagement of community views and stakeholders. • The project plans are significantly implemented or completed by end of contract. • Project tracking and reporting is up to date and changes to project plans and scope are agreed before tasks and deliverables are due.

Job Holder Is Accountable For	Performance Standard
Key Result Area – Council Community Based Projects are Defined, Resourced, Implemented, Tracked and Reported	Measures
<ul style="list-style-type: none"> Engaging with relevant stakeholders, identifying and managing volunteers on project requirements including task definition, resource requirements, suppliers, scheduling, and deliverables. 	<ul style="list-style-type: none"> Create an inclusive environment that generates community ideas, encourages participation, and adds value to the project at all stages of the project through effective community group and volunteer participation.
<ul style="list-style-type: none"> Engage with Council staff and contractors. 	<ul style="list-style-type: none"> Create an inclusive environment that generates ideas and support from Council management, relevant staff and contractors.
<ul style="list-style-type: none"> Project work is within approved budgets and variations requests for scope, budget, timing and deliverable changes are approved. 	<ul style="list-style-type: none"> Financial reporting is accurate and on time. Budget approvals are well researched. Project tracking and management ensures that variations are identified and approved at an early stage and before completion or due dates are reached.
<ul style="list-style-type: none"> Projects and tasks are well defined and communicated appropriately with adequate resourcing, timing, and scope definition which enables effective project delivery. 	<ul style="list-style-type: none"> Projects are delivered on time, within scope and within budget. Coordination and deployment of resources and volunteers on projects delivers good results. Community groups and volunteers are encouraged and motivated to participate in current and future projects.

Job Holder Is Accountable For	Performance Standard
Key Result Area – Support and Assistance for Related Asset Planning, Long Term Plans, and Reserve Management Plans	Measures
<ul style="list-style-type: none"> Assisting with the community consultation related to project planning, and supporting the related asset planning, LTPs, and RMP. 	<ul style="list-style-type: none"> Contributions are made to project plans, asset management plans, long term plans, and reserve management plans which incorporate community consultation and community project requirements.
<ul style="list-style-type: none"> Long term planning, asset management planning and reserve management planning work is supported as required. 	<ul style="list-style-type: none"> Community projects, community facility asset plans, and reserve management plan reviews are consistent with and are integrated into Community plans.

Job Holder Is Accountable For	Performance Standard
Key Result Area – Support, Documentation and Coordination of Infrastructure Strategy Team on Community Related Work	Measures
<ul style="list-style-type: none"> Assisting the Infrastructure Strategy Team on community related work and project coordination, documentation and support as required. 	<ul style="list-style-type: none"> Community projects and initiatives are well supported and coordinated with the IS Team.
<ul style="list-style-type: none"> Documenting community project activity with other Infrastructure Strategy Team members as required. 	<ul style="list-style-type: none"> Appropriate level of documentation is kept up to date and coordinated with other IS Team plans and documents.

Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken, or most complex problems solved:
<ul style="list-style-type: none"> Performing professionally and efficiently and a capacity to work under pressure and meet deadlines.
<ul style="list-style-type: none"> Application of strategic thinking and developing practical solutions.
<ul style="list-style-type: none"> Networking, engaging, coordinating, motivating and managing community groups and volunteers on projects.
<ul style="list-style-type: none"> Contribute to the production of reports and documents that meet statutory requirements to a high quality with the audience ranging from Office of the Auditor General, elected members, staff, suppliers, and the community.
<ul style="list-style-type: none"> Project manage multiple projects and work across the organisation.
<ul style="list-style-type: none"> Achieving Health and Safety outcomes related to community involvement on projects.

Financial Responsibilities

The job holder does not control a budget.	
Maximum delegated expenditure that may be spent without reference to manager	\$Nil

Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> Relevant tertiary qualification. 	<ul style="list-style-type: none"> Appreciation for the political and sensitive nature of local government.
<ul style="list-style-type: none"> Minimum of 5 years' local government experience or in a directly relatable role. 	<ul style="list-style-type: none"> Excellence with Word, Excel, Outlook, MS Project.
<ul style="list-style-type: none"> Current driver's license. 	<ul style="list-style-type: none"> Exposure and understanding of community planning principles.
<ul style="list-style-type: none"> Ability to manage multiple projects. 	<ul style="list-style-type: none"> Demonstrated track record of delivering community-based projects.
<ul style="list-style-type: none"> Ability to network with others in the industry and the local community. 	<ul style="list-style-type: none"> Established community networks and contacts in the Clutha District area.
<ul style="list-style-type: none"> Ability to meet targets and work to deadlines. 	<ul style="list-style-type: none"> Ability to estimate and forecast project effort and resource requirements.
<ul style="list-style-type: none"> Team member, yet capable of working independently. 	<ul style="list-style-type: none"> Demonstrated ability to lead others on projects and tasks.
<ul style="list-style-type: none"> A friendly, helpful attitude. 	
<ul style="list-style-type: none"> Strong computer skills including both literacy and competency in the Microsoft Office suite of programmes (particularly Word and Excel). 	<ul style="list-style-type: none"> Experience user of project management applications and financial/project reporting systems.
<ul style="list-style-type: none"> Excellent report writing skills including option analysis and evaluation. 	
<ul style="list-style-type: none"> Maintains confidentiality and impartiality at all times, with ability to work with sensitive and/or complex information in a confidential manner. 	
<ul style="list-style-type: none"> Commitment to provide quality customer service and work excellence. 	
<ul style="list-style-type: none"> Working knowledge of Health and Safety Act requirements associated with project work. 	<ul style="list-style-type: none"> Demonstrated capability to manage health and safety requirements for suppliers and community members working on community projects.

Key Relationships

External	Purpose of contact with this person/s
<ul style="list-style-type: none"> Government and non-government agencies 	<ul style="list-style-type: none"> To build reciprocal relationships, sharing of information and good practice. Cooperation and collaboration Provide advice, guidance and assist decision making To obtain, provide and disseminate information
<ul style="list-style-type: none"> Other territorial local authorities and regional councils 	
<ul style="list-style-type: none"> Tangata Whenua/Iwi 	
<ul style="list-style-type: none"> Stakeholders/customers 	
<ul style="list-style-type: none"> Ratepayers and residents 	
<ul style="list-style-type: none"> Suppliers and contractors 	
<ul style="list-style-type: none"> Service Providers 	
<ul style="list-style-type: none"> Community groups and organisations 	
Internal	
<ul style="list-style-type: none"> Council and community board members 	
<ul style="list-style-type: none"> Chief Executive 	
<ul style="list-style-type: none"> Management Team 	
<ul style="list-style-type: none"> Service Delivery Group 	
<ul style="list-style-type: none"> Infrastructure Strategy Team and Manager 	
<ul style="list-style-type: none"> Communications Coordinator 	
<ul style="list-style-type: none"> Strategic Planning Manager 	
<ul style="list-style-type: none"> All managers and staff 	

Our Place Our Values

- It's a place where they know their jobs, they help me understand, they help me through the steps, and they help me achieve what I want.
- It's a place where they say "how can I help?" Where if they do say no, I feel they have listened to me and their reasons make sense.
- It's a place where I know when I make a service request, something is done and when they say they will do something, they do it.
- It's a place where it is easy to do my business, they action matters quickly, I can get hold of them, I trust them and respect them.
- It's a place where improvements are constantly made, mistakes trigger learnings, and innovation occurs, they have the "bread and butter" right but they are always looking ahead.
- It's a place where staff enjoy their jobs, are challenged and have development opportunities. It's a fun place to work, a safe place to work, and the staff respect each other.
- It's a place that lives and breathes "public service". They are proud of working for Council and they are excellent at what they do.

Health and Safety

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

Council Information

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

Emergency Response

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).



CONFIDENTIAL

PRIVACY ACT PROVISIONS:

The information you provide on this application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment within the Council, and to meet Council's information requirements as a potential employer.

You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.

NOTE: All questions must be answered; either in the space provided in the following form, or in your accompanying curriculum vitae. A covering letter is a useful addition to your application.

Please do not bind your CV or use a bulky presentation folder. A simple paper clip or staple is acceptable. CV's will not be returned, so please do not include original documents.

1. Position Applied for:			
2. How did you become aware of the vacancy?			
3. Personal Information			
Family name:	<input style="width: 95%;" type="text"/>		
First names:	<input style="width: 25%;" type="text"/>	Preferred name:	<input style="width: 25%;" type="text"/>
If you are known by other names, please record them here:		<input style="width: 80%;" type="text"/>	
Title if desired (optional):	<input style="width: 95%;" type="text"/>		
Residential address:	<input style="width: 95%; height: 40px;" type="text"/>		
Mailing address:	<input style="width: 90%; height: 40px;" type="text"/>		Post Code:
			<input style="width: 15%; height: 20px;" type="text"/>
Mobile phone:	<input style="width: 20%; height: 20px;" type="text"/>		<input style="width: 20%; height: 20px;" type="text"/>
Work Phone:	<input style="width: 20%; height: 20px;" type="text"/>	After hours phone:	<input style="width: 20%; height: 20px;" type="text"/>
Email:	<input style="width: 95%; height: 20px;" type="text"/>		
4. If your application is accepted, when could you commence employment?			

5. Health and General Information

Do you suffer from an illness/disability which would be aggravated or made worse by performing the job you have applied for? Yes No

Are you on medication which would affect your performance in the job you have applied for? Yes No

Have you had an injury or medical condition caused by gradual process, disease or infection - e.g. hearing loss, sensitivity to chemicals, repetitive strain injury, which the tasks of this job may aggravate/contribute to? Yes No

If so, please give details on all the above:

Do you smoke? Yes No

Do you have a current drivers licence? Yes No

If yes, what class?

Are you awaiting hearing of any charges for driving offences? Yes No

Have you ever been convicted of a criminal offence? Yes No

(This does not include convictions that are subject to the clean slate scheme of the Criminal Records (Clean Slate Act 2004). Applicants may be asked to sign a police vetting form authorizing the Clutha District Council to seek a police report on them.

If yes, please give brief details:

Do you intend to engage in other paid work whilst employed in this position? Yes No

If yes, please give brief details:

Are you prepared to abide by Health and Safety regulations? Yes No

Do you hold a current "At Work" First Aid Certificate? Yes No

Do you have any commitments which may prevent you from attending your place of employment during ordinary hours of work or affect your ability for out-of-hours work? Yes No

If yes, please give brief details:

Have you previously been employed by Clutha District Council? Yes No

If yes, please give date of last year employed and name employed under:

6. Are you legally entitled to work in New Zealand?

Yes No

If yes, please confirm your status:

I am a New Zealand Citizen I am a permanent resident of NZ NZ work or other visa

If your application for employment is successful and your legal ability to work in New Zealand is governed by residency or a work or other visa, you shall be required to provide evidence before any employment can commence.

Do you consent for us to check your legal work status through Visa View, NZ

Immigration's online checking tool. Please provide your passport nationality and number for this check.

Yes No

Passport Nationality and Number:

NZ Visa Number:

7. Referees

Do you agree to enquiries being made as to other matters relating to your suitability for employment, and the accuracy of information, contained in this application form?

	Y	N	Comments
Most recent employer	<input type="checkbox"/>	<input type="checkbox"/>	
Past employer	<input type="checkbox"/>	<input type="checkbox"/>	
Other persons	<input type="checkbox"/>	<input type="checkbox"/>	

Please give details of referees who you authorise us to contact. Two work related and one personal

Name:	<input type="text"/>	Occupation/position:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
Name:	<input type="text"/>	Occupation/position:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
Name:	<input type="text"/>	Occupation/position:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>

8. Attach curriculum vitae

Please return this application form accompanied by your curriculum vitae containing the following information:

Education/Qualifications:

- Name of educational institutions attended (secondary and tertiary level only), qualifications or standard of achievement and year gained
- Details of relevant post qualification training
- Other qualifications or certificates you consider relevant, showing dates gained
- Membership of relevant professional associations and offices held

Employment history

- Details of most recently held position, including employer's name, address, position held, length of time in that position, number of staff responsible for, position reported to and key tasks
- Details of other employment, starting with the most recent position, including employer's name and address, position held and nature of work, time in that position and reason for leaving

Work experience relevant to position

- Include job experience you consider would support your application for this position

Spare time interests and experience

- Include details of general recreational and community activities you are involved in.

9. Declaration

I, (*print full name*) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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