

Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	Project Manager
Service & Directorate:	Building and Property Services
Location:	Dunedin/Invercargill
Reports to:	Portfolio Manager- Capital Works
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	October 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
The purpose of the Project Manager role is to manage construction projects on behalf of the Southern DHB. This includes working with relevant stakeholders to define scope, working with procurement to appropriately source supply teams, managing the project through delivery, and carrying out post project reviews and close downs. You will be expected to provide regular progress reports, including budget reports and forecasting on a range of construction projects.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
Building Effective Teams	Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> Building and Property Services staff 	<ul style="list-style-type: none"> Contractors
<ul style="list-style-type: none"> Staff of other DHB departments 	<ul style="list-style-type: none"> Consultants
	<ul style="list-style-type: none"> University of Otago staff
	<ul style="list-style-type: none"> Members of the public
	<ul style="list-style-type: none"> Relevant Territorial Authority

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Tertiary Level Diploma or Degree in Engineering, Project Management or Construction Management. • Relevant and current registration in project management such as PMP, CAPM, PRINCE2 • Must hold a current driver's licence 	<ul style="list-style-type: none"> • Relevant experience in hospital, project and/or facilities environment is desirable. • Evidence of health and safety competency training (ie. Site Safe).
Experience	<ul style="list-style-type: none"> • Engineering background or demonstrated understanding of engineering (electrical, mechanical, construction or civil). • Demonstrated at least >5 years previous experience in Project Management • Capital project management experience and understanding of project management processes, governance and support activities. • Demonstrated competence in performing and delivering under tight financial constraints and within strict timeframes • Experience managing projects with large budgets to ensure that services provided are the best value within operational financial constraints 	<ul style="list-style-type: none"> • Experiencing in coordinating or managing capital projects in healthcare facilities and/or other facilities which must continue operation during the project. • Experience in participating in tender evaluation and post tender evaluation.
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to turn high level, technical information into coherent information for the organisation • Knowledge of hospital infrastructure • Monitors, measures and continually improves own performance, establishes and maintains effective relationships • Competency in Microsoft Office suite including MS Project. 	
Personal Qualities	<ul style="list-style-type: none"> • Strong ability to communicate and work effectively with people at all levels • High level of motivation, initiative and anticipation with the ability to work independently as well as leading a team • Good negotiator and able to think outside of the square to arrive at solutions that suit all stakeholders. • Monitors, measures and continually improves own performance, establishes and maintains effective relationships. • Evaluates situations and identifies existing problems or opportunities as well as actively seeking solutions to problems before being asked or directed • Excellent planning and organisational skills • Demonstrated competence in performing and delivering under tight financial constraints and within strict timeframes. • Experience managing budgets to ensure that services provided are the best value within operational financial constraints. 	

	<ul style="list-style-type: none"> • Able to demonstrate leadership, but also be an effective member of a team. • Coordination, negotiation, planning and organisational skills. • Excellent prioritisation and organisational skills. • Performs tasks reliably. • Positive attitude with a good sense of humour
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KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
To assist the Southern DHB with managing the capital works programme within agreed timeframes and budget To manage assigned capital projects within the programme from concept design through to construction and handover; achieved through careful planning and consultation with the respective services and contactors taking into account the fiscal constraints of the organisation.	
<ul style="list-style-type: none"> • To oversee day-to-day running of capital projects to ensure a compliant, safe and efficient operation. • To assist as required with full capital project management from concept design to full tender documentation to construction. • To develop and maintain professional relationships with trades staff, contractors, Southern DHB staff and senior management. • To provide advice to external project management and design consultants in all DHB project processes and procedures. • Be the first point of contact for all SDHB stakeholders, contractors and consultants on the site and take responsibility for their requirements. • To assist other Team Leaders with the coordination of trades and assist with site issues. • Work alongside and assist the Maintenance and service teams. • Ensure at completion of projects all relevant documentation is obtained and passed onto the appropriate team for ongoing maintenance and service. Ensure compliance is obtained or / and adhered to. • Ensure that any work that involves legislative requirements is carried out by an appropriately registered person • Ensure project budgets are maintained and reported on as required. • Ensure accurate and timely reporting as per set templates for the capital works programme 	<ul style="list-style-type: none"> • To liaise and assist effectively with Team Leaders, other Supervisors / coordinators and staff to obtain a desired outcome • To negotiate, develop rapport and advise hospital staff with alterations and developments that may affect their area while maintaining a smooth and efficient project. • To develop and maintain professional relationships with Infection Prevention and Control, and Staff Occupational Health and Safety regarding all construction. • To develop and maintain professional relationships with external contractors to maintain a smooth and efficient project while remaining on budget and programme. • Takes responsibility for capital construction on a day-to-day basis ensuring all policies and procedures are adhered to. • Assist in organising, controlling and providing leadership and accountability • All tenders / Quotes and invoices are quantified, accurate and within policy. • Accurate and timely reporting as per set templates for the capital works programme. • Accurate internal handover of information on completion of projects eg. service, maintenance, manuals and as-built drawings etc.
To manage health and safety for assigned capital works projects.	
<ul style="list-style-type: none"> • Actively participate in preparing health and safety policies as required. • Devise plans for the practical implementation of health and safety policies as required. 	<ul style="list-style-type: none"> • Health and safety policies reflect the requirements of all areas of the Facilities Management function.

<ul style="list-style-type: none"> • Devise health and safety strategies for key high-risk projects. • Ensure that health and safety policies are effectively implemented and check whether objectives and targets have been met. • Ensure that relevant employees are consulted in health and safety matters. • Devise appropriate arrangements to ensure that employees and contractors are held accountable for discharging their responsibilities. • Review the effectiveness of the health and safety management system in the areas under their control. • Implement any necessary improvements to address identified deficiencies following, inspections, audits, reviews and assessments of risk. • Develop positive health and safety cultures in their teams and the team environment. • A program of inspection, audit and review is undertaken regularly. • There is an active health and safety action plan and issues are being addressed in a timely manner. 	<ul style="list-style-type: none"> • Health and safety policies are followed in their area of responsibility. • Hazards are identified, risks are assessed, and appropriate control measures are implemented and followed. • Reporting lines and responsibilities for health and safety are clear and unambiguous. • Every employee has the training, equipment and skills to undertake their role safely. Adequate personnel are allocated to undertake work activities to prevent harm to those doing the job. All personnel, under their control have the information, instruction and training necessary to discharge their health and safety responsibilities. • Procedures are in place to deal with breaches and non-conformity with health and safety arrangements. • All employees are clear on where to seek assistance and guidance on health and safety matters. • Health and safety is embedded in everything that Building and Property Services does and is part of business as usual
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Other tasks

- Maintain accurate and timely reporting.
- Maintain a good knowledge of hospital systems and can access as required.
- Assist with design drawings and draughting team data as required
- Analyse and report on monthly budgets and operational activity.
- To comply with all Southern DHB rules, policies and procedures including the Code of Conduct.
- To carry out other general duties, relevant to the persons experience and capabilities, that may be required from time to time.
- Ensure all work carried out complies with current standards, procedures and legislative requirements and that all personal safety procedures are complied with.

Other Duties

<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do. • Work alongside and at times assist the Maintenance and service teams within the Southern DHB.
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Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> • <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date