

## Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	<b>Junior Project Manager</b>
Service & Directorate:	Facilities & Property
Location:	Dunedin / Invercargill
Reports to:	Service Manager Capital Works
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	April 2022

### 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>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> 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 Junior Project Manager role is to manage simple 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. As a Junior Project Manager, you will be expected to support and learn from more senior members of the project team.

## 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	
<b>Customer Focus</b>	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
<b>Integrity and Trust</b>	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.
<b>Drive For Results</b>	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	
<b>Planning</b>	Accurately scopes out length and difficulty of task and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals, evaluates results. Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act on tasks without having the total picture.
<b>Listening</b>	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
<b>Managing and Measuring Work</b>	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
<b>Interpersonal Savvy</b>	Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably. Has excellent communication skills both written and verbal.
<b>Problem Solving</b>	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"> <li>• Facilities and Property staff</li> </ul>	<ul style="list-style-type: none"> <li>• Contractors</li> </ul>
<ul style="list-style-type: none"> <li>• Staff of other DHB departments</li> </ul>	<ul style="list-style-type: none"> <li>• Consultants</li> </ul>
	<ul style="list-style-type: none"> <li>• University of Otago staff</li> </ul>
	<ul style="list-style-type: none"> <li>• Members of the public</li> </ul>
	<ul style="list-style-type: none"> <li>• Relevant Territorial Authority</li> </ul>

## PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Relevant qualification in project management such as PMP, CAPM, PRINCE2</li> </ul>	<ul style="list-style-type: none"> <li>Tertiary Level Diploma or Degree in Engineering, Project Management or Construction Management.</li> <li>Evidence of health and safety competency training (ie. Site Safe).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated at least 2 years previous experience in Project Management</li> <li>Demonstrated competence in performing and delivering under financial and time constraints</li> </ul>	<ul style="list-style-type: none"> <li>Experiencing in coordinating or managing capital projects in healthcare facilities and/or other facilities which must continue operation during the project.</li> <li>Experience in participating in tender evaluation and post tender evaluation.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Monitors, measures and continually improves own performance, establishes and maintains effective relationships</li> <li>Competency in Microsoft Office suite including MS Project.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to turn high level, technical information into coherent information for the organisation</li> <li>Knowledge of hospital infrastructure</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Strong ability to communicate and work effectively with people at all levels</li> <li>High level of motivation, initiative and anticipation with the ability to work independently as well as leading a team</li> <li>Evaluates situations and identifies existing problems or opportunities as well as actively seeking solutions to problems before being asked or directed</li> <li>Good planning and organisational skills</li> <li>Coordination, negotiation, planning and organisational skills.</li> <li>Excellent prioritisation and organisational skills.</li> <li>Performs tasks reliably.</li> <li>Positive attitude with a good sense of humour</li> </ul>	

**KEY RESULT AREAS:**

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<p><b>To assist the Southern DHB with managing the capital works programme within agreed timeframes and budget</b></p> <p>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.</p>	
<ul style="list-style-type: none"> <li>• To oversee day-to-day running of capital projects to ensure a compliant, safe and efficient operation.</li> <li>• To assist as required with full capital project management from concept design to full tender documentation to construction.</li> <li>• To develop and maintain professional relationships with trades staff, contractors, Southern DHB staff and senior management.</li> <li>• Be the first point of contact for all SDHB stakeholders, contractors and consultants on the site and take responsibility for their requirements.</li> <li>• Work alongside and assist the Maintenance and service teams.</li> <li>• 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.</li> <li>• Ensure that any work that involves legislative requirements is carried out by an appropriately registered person</li> <li>• Ensure project budgets are maintained and reported on as required.</li> <li>• Ensure accurate and timely reporting as per set templates for the capital works programme</li> </ul>	<ul style="list-style-type: none"> <li>• To liaise and assist effectively with Team Leaders, other Supervisors / coordinators and staff to obtain a desired outcome</li> <li>• To negotiate, develop rapport and advise hospital staff with alterations and developments that may affect their area while maintaining a smooth and efficient project.</li> <li>• To develop and maintain professional relationships with Infection Prevention and Control, and Staff Occupational Health and Safety regarding all construction.</li> <li>• To develop and maintain professional relationships with external contractors to maintain a smooth and efficient project while remaining on budget and programme.</li> <li>• Takes responsibility for capital construction on a day-to-day basis ensuring all policies and procedures are adhered to.</li> <li>• All tenders / Quotes and invoices are quantified, accurate and within policy.</li> <li>• Accurate and timely reporting as per set templates for the capital works programme.</li> <li>• Accurate internal handover of information on completion of projects eg. service, maintenance, manuals and as-built drawings etc.</li> </ul>
<p><b>To manage health and safety for assigned capital works projects.</b></p>	
<ul style="list-style-type: none"> <li>• Actively participate in preparing health and safety policies as required.</li> <li>• Devise plans for the practical implementation of health and safety policies as required.</li> <li>• Ensure that health and safety policies are effectively implemented and check whether objectives and targets have been met.</li> <li>• Review the effectiveness of the health and safety management system in the areas under their control.</li> <li>• Raises opportunities for improvements to address identified deficiencies following, inspections, audits, reviews and assessments of risk.</li> <li>• Develop positive health and safety cultures in their teams and the team environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety policies reflect the requirements of all areas of the Facilities Management function.</li> <li>• Health and safety policies are followed in their area of responsibility.</li> <li>• Hazards are identified, risks are assessed, and appropriate control measures are implemented and followed.</li> <li>• Reporting lines and responsibilities for health and safety are clear and unambiguous.</li> <li>• 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.</li> <li>• Procedures are in place to deal with breaches and non-conformity with health and safety arrangements.</li> </ul>

<ul style="list-style-type: none"> <li>• A program of inspection, audit and review is undertaken regularly.</li> <li>• There is an active health and safety action plan and issues are being addressed in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• All employees are clear on where to seek assistance and guidance on health and safety matters.</li> <li>• Health and safety is embedded in everything that Building and Property Services does and is part of business as usual</li> </ul>
<b>Other tasks</b>	
<ul style="list-style-type: none"> <li>• Maintain accurate and timely reporting.</li> <li>• Maintain a good knowledge of hospital systems and can access as required.</li> <li>• Assist with design drawings and draughting team data as required</li> <li>• Analyse and report on monthly budgets and operational activity.</li> <li>• To comply with all Southern DHB rules, policies and procedures including the Code of Conduct.</li> <li>• To carry out other general duties, relevant to the persons experience and capabilities, that may be required from time to time.</li> <li>• Ensure all work carried out complies with current standards, procedures and legislative requirements and that all personal safety procedures are complied with.</li> </ul>	
<b>Other Duties</b>	
<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"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with SDHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the DHB values in everything you do.</li> <li>• Work alongside and at times assist the Maintenance and service teams within the Southern DHB.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• <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.</li> <li>• <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</li> </ul>

	<p>hard to remove barriers of access to health and education.</p> <ul style="list-style-type: none"> <li>• <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.</li> </ul>
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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