Programme Manager

Transport

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value kia urutau (adaptability), kia ngaawari (simplicity), kotahitanga (inclusiveness), kaitiakitanga (guardianship), and kia manawanui (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Infrastructure and Assets group**. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure. Read on to find out more about the role.

What you will do

In this role, you will:

Lead the delivery of assigned capital programmes from initiation through to commissioning and operational handover. The Programme Manager is responsible for delivering programmes safely, efficiently, and in alignment with approved business cases, strategic intent, technical requirements, regulatory obligations, and community expectations.

This role manages project progression, procurement implementation, contract establishment, construction delivery, risk and cost control, programme performance, stakeholder impacts, and final transition to Operations. The Programme Manager works closely with Strategic Programme Managers and Delivery Planning & Support to maintain continuity across the lifecycle and uphold programme benefits.

Reports to	Head of Portfolio Delivery
Responsible for (total number of staff)	Under five
Delegation	$250,000.00
Budget	$0.00

Key responsibilities

Some of the **key responsibilities** for this role include:

People Leadership

- Model organisational values and foster cross-functional collaboration to deliver programme objectives
- Build and maintain a programme resource plan (internal and external) that supports efficient and effective programme delivery
- Lead and develop project teams with clear expectations, accountability and performance measures
- Provide coaching, guidance, performance feedback, and escalate decision-making when required
- Set clear expectations and contribute to performance discussions by offering feedback to relevant line managers and internal leaders
- Model high standards of professionalism, collaboration, and growth mindset, fostering these behaviours within the wider delivery team
- Lead or support recruitment for project and programme resources (internal and external)
- Contribute to workforce planning conversations to ensure programme resourcing needs are understood early and proactively managed

Health, Safety and Wellbeing

- Contribute to a safe work environment aligned with organisational HSW procedures and industry standards
- Communicate critical risks early, embedding mitigations into design, procurement and delivery planning
- Promote a culture of continuous improvement by sharing lessons learned across the programme lifecycle

Programme Management

- Lead the delivery of a capital programme, providing overall direction, integration and oversight across multiple projects delivered by project managers
- Translate strategic intent and business case requirements into clear delivery

expectations for project managers and delivery partners

- Drive programme-wide planning, sequencing and delivery logic, drawing on support from planning specialists across scheduling, interdependency management, cost estimating, risk and portfolio optimisation
- Direct the development and delivery of design phases across the programme, with project managers responsible for day-to-day management of individual design packages
- Oversee procurement activities at the programme level, supported by procurement specialists, including procurement strategy implementation, market engagement timing, and consistency of tender documentation across projects
- Provide high-level oversight of commercial and contract management activities, including compensation events, payment claims, supplier performance, and commercial risk supported by the commercial and contracts team
- Monitor programme performance across cost, schedule, risk and quality, with project managers responsible for project-level controls and planning team members providing analytics, estimating and reporting support
- Drive proactive management of programme risks, issues and dependencies, linking closely with the portfolio planning and interdependencies team to identify conflicts, clashes or sequencing impacts across the broader capital programme.
- Lead programme-level change control and escalation, maintaining governance visibility of emerging trends and required decision points
- Coordinate commissioning, operational readiness and integration of multiple project outputs into an integrated programme delivery outcome

Stakeholder and Partnering Management

- Work closely with planning team specialist including scheduling, estimators, procurement, commercial and interdependency analysts to support programme decisions, reporting and sequencing
- Maintain clear communication and coordination channels with project managers to align project delivery plans with programme priorities and constraints
- Partner with the Planning and Strategy team on strategic commitments, upstream assumptions, iwi/regulatory commitments and risk drivers that must be carried forward into delivery
- Collaborate with Operations & Maintenance teams on commissioning, operational readiness and transition planning spanning multiple projects

Quality Assurance

- Maintain compliance with legislation, policy, financial delegations, assurance requirements and organisational frameworks
- Support independent assurance (Gateway, audits, design reviews) by providing high-quality information and adopting improvement actions
- Lead programme-level risk management so that risks and issues are visible, actively managed and escalated when needed
- Provide accurate, timely reporting to governance, including insights, recommendations and performance analysis
- Lead programme level risk management and issue identification and lead the resolution of issues and roadblocks to delivery

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

Essential

- Significant programme management experience delivering complex infrastructure (water, transport, facilities, development, environmental or similar)
- Qualification in, or strong knowledge of programme and project methodologies (e.g., P3M, MSP, Prince2)
- Demonstrated leadership of high-performing, multidisciplinary teams in complex environments
- Proven ability to lead and develop high-performing teams in a professional, solution-focused environment
- Strong commercial capability including procurement, contracting (e.g., NZS3910, NEC4, professional services) and financial management
- Ability to integrate technical, financial, cultural, environmental and regulatory considerations to achieve best-for-programme outcomes
- Advanced analytical, decision-support and problem-solving skills

Desirable

- Experience working with Kaupapa Māori, competency in Tikanga, and a commitment to applying a Te Ao Māori lens
- Demonstrated ability to lead and influence in a complex, public-facing environment, with knowledge of local government legislation
- Thorough working knowledge of the Resource Management Act 1991, Building Act 2004, and other relevant legislation and regulations.

Measures of Success

- Programme outcomes delivered to approved scope, cost, schedule, quality and benefit targets.
- High-quality investment cases, early planning and delivery pathways that support confident governance decisions
- Strong governance engagement with timely and insightful reporting
- Well-coordinated stakeholder relationships and positive feedback
- Compliance with statutory, safety, financial and assurance requirements
- Positive team culture, capability uplift and performance

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: *This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.*