

Job Description: Strategic Projects Manager

Purpose: To manage and coordinate the day-to-day operations of the strategic projects team.

Reports to: GM - Strategic Projects

Direct Reports: Strategic Project Team (7 staff) including; Strategic Projects Engineer, Strategic Projects Spatial Planner, Geospatial Scientists/Geologists (x2), Data Analyst/Economist, Sustainability Manager, Information Officer/Ag Scientist (0.8 FTE) and Contract Staff – as required

Relationships: Great South Chief Executive
Great South staff
Board
Shareholders
Stakeholders

Date: August 2023

Our Vision: Even better lives through sustainable regional development.

Our Values:



About us: Great South embraces a focus on regional growth and has a clear mandate to leverage opportunities for Southland in the areas of economic development, business development, tourism, and events. As a council-controlled organisation, Great South works on behalf of its shareholders to encourage the future growth and development of the region.

Key Accountabilities

Management and Project Delivery

The key accountability of this position is to manage and lead the Strategic Projects team, ensuring they achieve their deliverables and to support the General Manager, Strategic Projects while a professional services business unit is established. The position holder will also be accountable for ensuring the team meet legal and contractual obligations as required by our shareholders.

This position will function as a conduit between the General Manager, Strategic Projects, and the Strategic Projects team ensuring the overall objectives of the business unit are achieved and are in line with the wider goals of Great South. The position holder will be responsible for the day-to-day operation of the business unit including administration of the various projects, team management, stakeholder management and budget management, and maintaining project progress reports and providing updates to the GM Strategic as part of the upward reporting process.

Most projects undertaken by the Strategic Projects Team are technical and bespoke. The project design, priorities and implementation would be agreed between the GM and Manager prior to commencement.

The position holder will manage and/or support the following tasks:

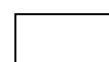
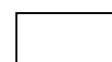
- Manage a range of projects across different workstreams within the team including:
 - Positive climate change response, emission abatement and low carbon processing/production
 - Data and geo spatial systems
 - Primary sector opportunities and land use change.
 - Infrastructure
 - Weightless exports, value added production and export opportunities.
 - Develop business cases as needed.
- Manage operating budgets and perform periodic cost and productivity analysis.
- Day to day staff management and professional/performance development.
- External contractor management.
- Project coordination and resourcing.
- Project achievement and delivery reporting that meet Great South and our shareholder requirements.
- Quality control including publishing, presentation, web content and updates, non-disclosure agreements, confidential information, and establishment of the team record system.
- Support the GM, Strategic Projects to develop proposals for external funding for new projects incorporating strategic planning, research, and implementation.
- Assist with the establishment and marketing of Great South's Professional Services Business Unit.
- Progress payment claims and billing as needed under contract administration.

Relationship Management

- Work closely with other Strategic Projects team members for the effective delivery of projects.
- Manage relationships in a manner that reflects Great South objectives and our Statement of Intent (SOI).
- Identify opportunities for collaboration including building connections with local and central government, community groups and private businesses.
- Collaborate and maintain strong relationships with iwi and our local four Papatipu rūnaka.

Organisational Expectations

- Perform the duties of this position in a manner that meets Great South's corporate strategy, objectives, and Statement of Intent (SOI).
- Assist in developing a prioritisation system for selection of projects that best fit the strategic plan.
- Work as part of a team in developing a cohesive approach to all aspects of Great South's activities.
- Deal effectively with stakeholders maintaining the positive reputation of Great South.



- Keep up to date with all workplace practises/requirements as outlined in the Staff Handbook.
- Assist other staff as required, anticipating times of demand and prioritising workload accordingly.
- Prepare accurate reporting on project and programme achievement.
- Ensure all other tasks, projects or responsibilities delegated or assigned by the General Manager are completed accurately, professionally and in a timely manner.
- From time to time the Manager will be requested to perform higher duties when the GM is on leave or out of the office.

Health and Safety

Fulfil obligations under the Health and Safety at Work Act 2015 by complying with our health and safety policies and procedures.

Take reasonable care to look after personal health and safety, fitness for work, and the health and safety of others.

Qualifications, Skills, and Experience

- Postgraduate qualification and relevant experience; or an equivalent combination of relevant experience, education, and training.
- Excellent relationship management and project management skills are essential.
- The successful candidate must possess the ability to lead projects with passion, creativity while empowering others and with a 'can-do' attitude.
- Demonstrated ability to exercise initiative, establish priorities and manage multiple complex projects.
- Demonstrated high level written and oral communication skills, including the ability to write business plans and proposals.
- Demonstrated ability to identify project opportunities with stakeholders including industry, government, and non-government agencies.
- Demonstrated knowledge of the public and private innovation environment and associated funding opportunities
- Demonstrated advanced people skills, including the ability to effectively liaise with a range of stakeholders including iwi and local rūnaka.
- Demonstrated ability to undertake public consultation processes and analyse the outcomes and report.
- Proven ability to analyse, interpret and present complex data and build business cases supported by evidence.
- Demonstrated ability to prepare submissions on behalf of Great South to pursue opportunities for funding from government and other sources.
- An understanding of Great South's commitment to building enduring relationships and opportunities for iwi.

