

POSITION DESCRIPTION

Project Manager

Location: Rangiora, Canterbury	Reports to: Project Director	Team: Major Projects
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About MainPower NZ Ltd

MainPower is the electricity lines company serving the communities of Waimakariri, Hurunui and Kaikōura. With a century-long legacy, we take great pride in owning, operating, and maintaining the essential infrastructure of poles, wires, and underground cabling that powers home and businesses throughout our network.

With a commitment to safety and reliability, MainPower ensures a secure electricity supply to over 44,000 connections, positively impacting the lives of the people who call North Canterbury home. From bustling urban centres like Rangiora and Kaiapoi to the picturesque farmland of Hurunui, the renowned wine country of the Waipara Valley, and iconic tourist destinations of Hanmer Springs and Kaikōura, MainPower plays a vital role in supporting the diverse needs of our region.

Position Purpose

The Project Manager primary responsibility is to ensure the technical integrity of projects including compliance with project scope, project specifications, project schedule, budget and with best engineering practices and applicable plans and regulations.

The Project Manager will assist in maintaining effective relationships between the Projects and key stakeholders, ensuring all parties are effectively briefed and engaged for the duration of the Projects. The Project Manager provides support to the rest of the Company adopting a culture of service excellence; ensuring customer and business needs are understood and that best practice delivery support meets or exceeds expectations; all while ensuring health and safety standards are maintained.

Key Accountabilities

Key Result Area	Accountabilities
Project Management Apply processes, methods, knowledge and skills to satisfy customer needs	- Managing the projects in accordance with MPNZ's project management methodology (eg. Define, design, coordinate & execute) - Managing the projects in accordance with the Project Management Plans - Review and understand the full scope and planning requirements required to commence projects - Assist in preparation and submission of necessary compliance under the planning permissions - Be familiar with the Health and Safety requirements for the projects and understand the relevant areas of the contracts

	• Oversee the internal and external resources needed to carry out project engineering work. Monitor contractors and subcontractors to ensure work meets the health, safety, quality, cost and programme requirements of projects. • Help to identify project risks and how these can be mitigated cost effectively • Address engineering problems, weigh up conflicting project requirements and recommend solutions • Visit project sites and do site walkovers to gain information; carry out onsite surveying and civil engineering testing. • Provide support to the construction team to address issues as they arise and assist in ensuring all elements are built in accordance with the design • Assist with preparation, review and monitoring of Risk Assessments and Method Statements for various tasks on the projects • Prepare daily, weekly and/or monthly progress reports including updating the project risk analysis. •
Project Management Compliance	• Ensuring risks and issues are identified and communicated in a timely fashion. Escalating those that cannot be avoided by the project site manager to the appropriate project governance body. • Working collaboratively across the organisation to resolve complex issues and avoid risks to the projects • Ensuring appropriate change control processes are followed • Ensuring the projects deliver within scope, time and budget constraints • Ensuring the project teams and key stakeholders are kept informed across relevant project activities.
Documentation Support Company practices by ensuring all administration processes and procedures are best practice and report to the Project Director on all areas of responsibility as required	• Maintain a full understanding of all the Company's policies, procedures and practices. • Engage contractors and suppliers using approved documents and procedures. • Prepare documentation for progress and final payment. • Identify any opportunities or areas to drive improvements that can impact both the Company and customer experience. • Maintain accurate project records through updating relevant databases, variations recorded, electronic scanning of record documents and hard copy filing. • Compile and produce reports where required.
Health and Safety	• Positively contributes to the Company's Health & Safety culture through active support and adherence to internal policies and procedures.

Contributes to a culture of health and safety.	• Model behaviours that promote health and safety values of the Company. • Carry out safe work practices by observing and giving feedback and recognition to direct reports, peers and other staff, contractors and visitors on safe and unsafe behaviours. • Participate in regular Health and Safety meetings and relevant health and safety training as required. • Take all practical steps to work safely at all times and ensure other staff members are also working safely. • Accurately report and record all health and safety incidents, near hits or hazards as required in a timely fashion using company procedures and systems.
Team Participation Contribute to, and work with the Major Projects team and wider Company, to deliver a constructive workplace culture	• Ensure the Project Director is made aware of issues. • Provide quality service and support to the relevant teams in the business. • Participate fully in meetings with colleagues, contributing as appropriate and supporting colleagues as required. • Engage with and develop positive and effective relationships with customers, staff members, suppliers and contractors. • Share technical knowledge and expertise; provide training for other staff as required, and customer knowledge to enhance customer service. • Provide support to MainPower during emergency response and adverse weather events. This support may include work that draws on current or experience within the industry or secondment to other areas of the business as required in order to provide support to the customer and community. • Undertake any further responsibilities as reasonably requested by the Project Director.
Living our Values	• Demonstrate and promote high standards of values and integrity in all business dealings. Foster an inclusive and diverse work environment where employees are treated with respect and fairness.

Key Relationships

Internal

- All MainPower staff

External

- Customers
- Key Suppliers, advisors and consultants

Competencies

In order to be effective in the position, the Project Manager shall have and be able to demonstrate the following **skills and experience**:

- Project management experience in an electricity or related infrastructure industry.
- Preferably you have a strong understanding and knowledge of the electricity industry with experience in the substations and sub-transmission lines.
- At minimum 10 years project management experience in the energy sector
- An in depth understanding of the development, design, engineering, consenting, procurement and construction of zone substations and 33kV and above sub-transmission projects.
- Ability to manage project scope, schedules, budgets, risks, and quality, according to PMO standards
- Strong interpersonal skills with the ability to communicate clearly and engage effectively with a wide range of stakeholders
- Strong technical report writing skills
- Advanced level Microsoft Word, Excel, PowerPoint & Project with excellent numeracy skills
- Understanding of risk analysis and management techniques
- Experienced leader of health and safety across the project lifecycle

Formal Qualifications and Training

- Degree in Engineering (Electrical, Civil, Mechanical), CPEng (or equivalent) preferred
- Trade qualified with proven Project Management experience in the electricity distribution industry considered
- PMP certification, or equivalent project management qualification is desirable
- Knowledge of Microsoft software packages and proven computer skills required.
- Advanced knowledge and experience with the application of project management methodologies

In order to be effective in the position, the Project manager shall have and be able to consistently demonstrate the **attributes and behaviours** described below:

- Demonstrates professionalism and earns respect and loyalty from stakeholders.
- Proactive, energetic, enthusiastic, and positive.
- Persistent in achieving goals, aligning personal objectives with company aims.
- Committed to the Major Projects team and company objectives.
- Supports the goals and objectives of colleagues.
- Plans and directs effectively, making impactful decisions across the company.

- Champions MainPower's Health, Safety, Environmental, and Quality initiatives, setting standards and driving continuous improvement.
- Continuously updates knowledge and skills through training and education.

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the position but to at least to provide a 'flavour' of the requirements of the role – you may be asked to complete other duties for the betterment of the business from time to time.