



WELLINGTON
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greater WELLINGTON
REGIONAL COUNCIL

Absolutely Positively
WELLINGTON CITY COUNCIL

Position Description

Title:	Programme Director - Let's Get Wellington Moving (LGWM)
Group:	Let's Get Wellington Moving ¹
Reports to:	Let's Get Wellington Moving Partnership Board
Band:	xxxxxx
Date:	May 2021

Let's Get Wellington Moving (LGWM) is a joint initiative between Wellington City Council, Greater Wellington Regional Council, and the NZ Transport Agency. LGWM is working with the people of Wellington to develop a transport system that supports community aspirations for how the city looks, feels, and functions.

LGWM is focussed on the area from Ngauranga Gorge to the airport, including the Wellington Urban Motorway and connections to the central city, hospital, and the eastern and southern suburbs.

The LGWM partners have developed a recommended programme of investment (RPI) which sets out the intended approach for improving Wellington's transport system over the next two decades. The RPI is an integrated, multi-modal plan that supports the growth of the city and the wider region, and helps people get around, whether they're walking, cycling, using public transport, or driving.

The RPI also outlines a preferred approach for integrating transport and urban development through the central city, and reports expected outcomes against LGWM's objectives including liveability, improved access, reduced reliance on private vehicles, safety, and resilience.

About Us

¹ For administrative purposes, this role will have a reporting line to the National Manager, System Design (Waka Kotahi NZ Transport Agency)

Position Purpose

The Programme Director is responsible for developing and leading a high performing programme team and the overall delivery of the agreed LGWM programme (including the three year early delivery programme).

The incumbent uses their superior relationship skills and the ability to provide leadership in working within the collaborative 3-way partnership comprised of Greater Wellington Regional Council, Wellington City Council and the New Zealand Transport Agency.

The role also supports the Board by providing leadership to the Governance Reference Group and other governance forums, being the advocate for the delivery of the LGWM programme objectives and outcomes. It is the primary interface between the programme and the Board and will represent the Programme at multiple governance and stake holder events, including but not limited to updates to GWRC and WCC council meetings.

Key relationships

- LGWM Governance Group
- LGWM Partnership Board
- NZ Transport Agency
- Greater Wellington Regional Council
- Wellington City Council
- Wellington regional stakeholders
- Mana whenua

NZ Transport Agency

Dimensions

Size of business unit:	A team of up to 50 staff including contractors and consultants
Indicative budget scope:	An indicative annual consulting budget of approximately \$10-15m for a potential programme of \$3 billion capex
Delegations:	To be agreed by the LGWM partners
Location:	Wellington



What you do counts

Key Accountabilities:

- The overall successful delivery of the agreed LGWM programme, meeting time, outcome and financial goals.
- Development and management of the overall project strategies including risk management.
- Project engagement and communication strategy including management of local government, community and iwi relationships to deliver agreed outcomes.
- Leadership of the Programme leadership team, management and development.
- Ensure effective programme integration and specific project planning, integration, sequencing and forecasting are developed and well managed.
- Represent the LGWM partners and “front” issues to internal and external audiences, in a way that frames issues clearly and persuades effectively.
- Ensure there is effective financial management of all project activities including budgeting, cash flow forecasting, fund transfers and documentation.
- Ensure that programme risks are identified, managed and mitigated effectively
- Maintain the on-going integrity of the programme through appropriate oversight.
- Responsible for stakeholder interactions with both the public and private sector to ensure that the overall project is well coordinated, marketed and represented at a senior level.
- Develop and maintain strong relationships across the Project’s governance forums to ensure the LGWM partners’ objectives and outcomes sought are well represented and understood.

Individual Accountabilities:

Change Leadership

- Successfully leads through change by thinking, acting and advocating the change

Health and Safety

- Takes responsibility for own health and safety
- Ensures own actions keep self and others safe

Self-development

- Takes responsibility for personal development and continually develops own professional expertise

Leadership Expectations

NAVIGATOR

Takes the LGWM programme and sets the team's direction

Drive the business to deliver LGWM

Understands what delivering LGWM is and what it means to their team
 Sets challenging goals with regular milestones
 Is prepared to change tack if that's the best thing to do

A great Navigator will

Talk about how their focus fits with others across LGWM
 Know when to make a decision, and when a decision should be made by others
 Always have one eye on the big picture



<p>INNOVATOR</p> <p>Encourages curiosity and innovative thinking to find different ways of doing things</p>	<p>Be a curious Innovator</p> <p>Respectfully challenges the status quo Gives credit when credit is due Accepts mistakes as part of an innovation's iterative process Tags back to the milestones regularly - reviewing, reflecting and learning</p>	<p>A great Innovator will</p> <p>Walk in the shoes of others (our people, customers and partners) Actively encourage the team to seek out new ways to do things Talk about what could be, rather than what is</p>
<p>STORYTELLER</p> <p>Connects teams, partners and customers with the big picture</p>	<p>Inspire and motivate people</p> <p>Asks about other's opinions and point of view Ensures everyone understands the 'why'</p>	<p>A great Storyteller will</p> <p>Get people excited about the LGWM vision Keep the customer front of mind Have a wide network of people to explore ideas with Ensure the team has the information it needs when they need it</p>
<p>CONNECTOR</p> <p>Builds meaningful relationships with others and supports collaboration</p>	<p>Collaborate and connect with others</p> <p>Has strong, meaningful relationships with their colleagues and LGWM partners Understands that differing views are healthy as they ensure the most broadly considered outcome Knows who the best person is to deliver specific outcomes Shares both the benefits and the risks</p>	<p>A great Connector will</p> <p>Openly share knowledge and information Connect others with the best person for the job Catch up with LGWM partners regularly</p>
<p>COACH</p> <p>Creates a safe, supportive environment where their team excels and people thrive</p>	<p>Lead seriously exceptional teams</p> <p>Creates a safe environment, supporting the team to succeed Is a passionate, empathetic and positive leader Inspires people to achieve more than they thought they could Encourages people to be courageous and empathetic Rewards and recognises people - promotes team success</p>	<p>A great Coach will</p> <p>Have open conversations with people, providing constructive feedback and support Coach from the side-line, letting subject experts play their roles Ensures people understand how their work contributes to our strategy</p>
<p>DELIVERER</p> <p>Enables the team to play their part in delivering LGWM</p>	<p>Deliver amazing results</p> <p>Motivates team members to own their work and strive to exceed expectations Regularly reviews milestones and balances resources and priorities to ensure delivery Holds themselves and others to account to deliver exceptional outcomes</p>	<p>A great Deliverer will</p> <p>Inspire everyone to be focused on delivering Ensures people know what is expected of them and by when Push for better results than have been achieved previously</p>



The value you will bring

As well as your leadership attributes, you will need to bring your 'know how':

Knowledge & experience:

- A senior executive with extensive experience in delivering large and complex work programs
- Highly experienced political acumen
- Proven experience in representing programmes in public forums in an advocacy role
- Transport sector knowledge required
- Expertise in urban development is desirable

Qualifications:

- Tertiary qualifications in a relevant degree discipline
 - Post graduate qualifications in management or programme management would be considered advantageous
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