

Your Position

Your job	WMMP Programme Manager
Your group	Infrastructure
Your team	Waste
Your manager	Manager Waste, David Down
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Waste team is a small team that is the centre of excellence within the Council for all waste issues. The team is responsible for the following priorities:

- All aspects of the planning, management and operation of Spicer landfill.
- Rubbish and recycling kerbside collection services.
- Waste minimisation advice and planning.

Your purpose

The **WMMP Programme Manager** role is to:

- Facilitate the implementation of the 2023-26 Wellington Region Waste Management and Minimisation Plan (WMMP)
- Support regional officers to deliver the regional projects and coordinated initiatives.
- Collate and prepare regional programme reporting, risks and updates.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Wellington Regional Waste Officers Steering Group• Local Authority Waste and Resource Recovery officers in the Wellington region• Wellington Region Waste Management and Minimisation Joint Committee• Government and public organisations• Members of the public and community organisations• Iwi• Contractors, consultants and suppliers• Industry groups

Your responsibilities

What you'll do	How you'll do it
WWMP Planning and Programme Management	<ul style="list-style-type: none"> • Programme manage the Wellington Region WMMP programme of works, including coordination and delivery of the regional projects and initiatives. • Develop and deliver programme artefacts. • Where required, support the delivery of project tasks. • Raise risks and issues to the Steering Group. • Provide programme and project status updates to the Steering Group and Wellington Region Joint Committee as appropriate. • Manage all project dependencies and interdependencies. • Contribute to the implementation of the current and future WMMP's • Organise regular regional programme delivery hui. • Support liaison with the Ministry for Environment on regional funding applications. • Have oversight of the Project Leads and ensure the delivery of WMMP programme work as per agreed meeting outcomes and delivery timelines. This includes but is not limited to those set by the Steering Group and as per funding deeds if they are acquired. • Provide support to Project Leads on project management and mentoring to help deliver regional projects. • Work closely with Project Leads to support development of options and recommendations. • Work closely with Project Leads to ensure project resourcing is sufficient and sustainable. • Optimising and improving processes and the overall approach where necessary.
Steering Group Support	<ul style="list-style-type: none"> • Ensure programme information is available to be reported up to the Steering Group. • Ensure Project Leads are aware of any instructions or directions provided by the Steering Group. • Prepare and present updates regularly to relevant management channels, ensuring transparency of WMMP programme and project progress is achieved.
Project Delivery	<ul style="list-style-type: none"> • Lead key projects as directed by Steering Group.
Relationship Management	<ul style="list-style-type: none"> • Stakeholder and mana whenua engagement and management. • Establish and maintain relationships with relevant stakeholders, providing day-to-day contact on programme and project status and any changes.
Corporate Responsibilities	<ul style="list-style-type: none"> • Lead key projects as directed by Steering Group. • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none">• At least three years' experience in project and programme management.• Experience in using project management tools such as Microsoft Project or Monday.com• An ability to simplify complex issues, analyse problems, gather and interpret relevant information and apply good judgement and critical thinking to reach robust conclusions• Strong analytical expertise and know how to translate data into a key messages and appropriate policy• Excellent communication skills with staff, project partners, and communities and an ability to effectively function in a leadership role for projects and teams• Demonstrated skills in building strong, effective relationships within and across teams and organisations• Understanding and commitment to health and safety in the workplace• Understanding and commitment to diverse workplaces• Understanding and commitment to the Treaty of Waitangi and bicultural issues
It's desirable that you have:	<ul style="list-style-type: none">• A degree in a relevant field OR equivalent experience in the waste sector• Experience working in central, regional and/or local government• A current driver's licence.

Last updated July 2025



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.