

# Position Description

Te KAI – Infrastructure Delivery Manager



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| <b>Position Title</b>                             | Infrastructure Delivery Manager |
| <b>Supervisor</b>                                 | Team Leader                     |
| <b>Accountability &amp; Working Relationships</b> |                                 |

The Infrastructure Delivery Manager's key accountabilities and working relationships with stakeholders in the Kiribati Australia Infrastructure Program (Te KAI or the Program) include:

- Report to Te KAI Team Leader, and support the Team Leader's engagement with the Australian High Commission.
- Work closely with counterparts in the Government of Kiribati (GoK), particularly the Ministry for Infrastructure and Sustainable Energy (MISE). Provide up to one day per week of dedicated technical support and capacity strengthening to MISE, coordinated by the Director General.
- Lead and manage the local infrastructure delivery team within Te KAI, including the Construction Manager, Project Manager, Procurement Specialist and any surge support (i.e. short term International Construction Supervisor or Site Superintendents).
- Work closely with other Te KAI staff including Operations Manager, Finance Specialist, Monitoring Evaluation and Learning Specialist and the Safeguarding and Inclusion Specialist.
- Procure and manage international and national sub-contractors providing design, supply and construction services for Te KAI.
- Coordinate with Tetra Tech's remote corporate staff and technical advisors, particularly the Australia-based Infrastructure Advisor(s).

## Tetra Tech International Development

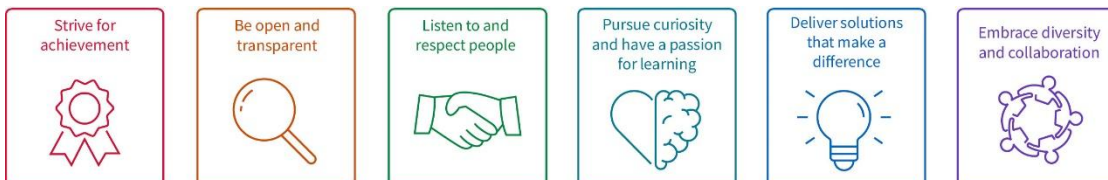
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

## Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



## Overview of The Kiribati Australia Infrastructure Program (Te KAI)

Te KAI supports state and community development in Kiribati by partnering with the Government of Kiribati and local contractors to deliver small to medium value infrastructure projects. The program creates high-quality, climate resilient infrastructure which caters to the needs of all parts of the community. In addition to infrastructure projects, the program also provides capacity strengthening to industry and government. Te KAI activities therefore fall into two categories which operate hand-in-hand together:

1. **Infrastructure design and construction projects:** Consulting with government and community groups, integrating Gender Equality, Disability and Social Inclusion (GEDSI) and safeguarding considerations (including protection of vulnerable social groups and the environment), engaging design consultants, coordinating development applications and other government processes, procuring materials both locally and overseas, onboarding local contractors, administering construction contracts, supporting construction progress, providing quality assurance services, monitoring and enforcing health, safety, environment and social safeguarding standards, facilitating handover activities, overseeing defects liability period, monitoring and evaluating indicators and reporting effectively.
2. **Capacity strengthening activities:** Supporting the development of both the local construction industry and Government of Kiribati, particularly MISE Architecture and Buildings Engineering Division. This includes direct assistance with MISE systems and process improvements, technical reviews, mentoring of key staff, development of templates and guidance documents, training and hands-on guidance on site.

Te KAI commenced in March 2024. The initial term of Te KAI is five years, running until March 2029.

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## Purpose and Objectives

Based full time in Betio, Kiribati, the Infrastructure Delivery Manager leads infrastructure design and construction across Te KAI projects. The purpose and objectives of this role include:

- Support the Team Leader and Te KAI Governance Committee (including the Australian High Commission and Government of Kiribati representatives) in identification, analysis and prioritisation of future projects.
  - Integrate effectively into existing relationships with the Australian High Commission, government ministries (particularly MISE), local authorities and community groups to ensure projects are well consulted and coordinated. Develop and maintain effective personal working relationships with key stakeholders.
  - Lead the infrastructure delivery team within Te KAI to deliver projects from concept to handover (including defects liability) to achieve Te KAI's target outcomes and see benefits reach the community.
  - Procure subconsultants and contractors to achieve high quality results in a timely manner, incorporating the priorities, expectations and requirements of MISE and the Australian High Commission.
  - Apply project management systems and processes to drive project efficiency and enable effective monitoring and evaluation of projects against Te KAI indicators.
  - Champion best-practice across all procurements including health and safety, climate resilience and sustainability, equality and inclusivity, environment and social safeguarding.
  - Provide up to one day per week of dedicated technical support and capacity strengthening to MISE, coordinated by the Director General, including design advice, site inspections, construction and maintenance advice, contract administration advice, staff coaching, etc.
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## Key Responsibilities

### Client and partner engagement:

- Support the Team Leader and Te KAI Governance Committee (including the Australian High Commission and Government of Kiribati representatives) in identification, analysis and prioritisation of future projects. Present analysis and recommendations to the Governance Committee as required.
- Establish effective relationships with the Australian High Commission, government ministries (particularly MISE), local authorities and community groups to ensure projects are well consulted and coordinated. Maintain regular communications to plan effective consultations, keep stakeholders informed and identify risks or opportunities early.

### Te KAI infrastructure delivery team leadership:

- Provide vision, direction and support to sustain a motivated, organised and effective team. Mentor and train the more junior staff within the team as needed.
- Ensure effective implementation of project management systems and processes.
- Participate in project delivery activities as part of the team, adapting to project needs and team capabilities.
- Manage staff performance and professional development through effective and consistent performance planning, feedback, coaching and mentoring.
- Anticipate and plan for change and succession within the team. Recommend adjustments to the team structure and responsibilities as the program evolves.

### Consultation and design management:

- Organise and facilitate consultations with government, local authorities and communities, incorporating the advice of local staff on cultural norms and expectations. Work closely with the Safeguarding and Inclusion Specialist to ensure all needs are considered.
- Collaborate with stakeholders and consultants to scope projects and prepare Concept Notes outlining proposals for Governance Committee review.
- Work in collaboration with Te KAI staff and advisors to prepare design briefs and steer subconsultant design activities to achieve high quality, climate resilient, well-consulted and locally appropriate infrastructure concept designs.
- Procure and manage consultant agreements, holding regular design meetings with consultants to control delivery according to time, budget and design brief requirements.
- Coordinate input from subconsultants, Te KAI staff and other specialists to develop infrastructure designs which are safe, sustainable, resilient, accessible, within budget and buildable by local contractors.
- Enable the Monitoring Evaluation and Learning Specialist to capture baseline data against project indicators and report on the indicators as required throughout the project.

### Planning and procurement:

- Lead stakeholder engagement in planning new projects.
- Direct project planning activities including scope definition, cost forecasting, timeline scheduling and risk analysis, drawing on expert input where appropriate and engaging with local stakeholders.
- Support the Project Manager to prepare Detailed Proposals for approval from the Australian High Commission and further approvals as required by the Governance Committee and Government of Kiribati Development Coordinating Committee.
- Prepare procurement plans and lead procurement of materials, equipment and contractors to meet the require program delivery deadlines.
- Coordinate with the Procurement Specialist and subconsultants to define required material quantities and specifications, prepare procurement documentation, and manage the procurement process.
- Coordinate with the Project Manager and Construction Manager to lead the onboarding of local contractors, including all required training, policy compliance, project planning and inductions.

## Key Responsibilities

### Project management and reporting:

- Assist with the development of project management systems and processes then lead their implementation on projects to drive efficiency and enable effective monitoring and evaluation.
- Support the Project Manager to comply with regulatory requirements, Tetra Tech policies and procedures and Department of Foreign Affairs and Trade policies, including timely reporting and assurance.
- Collaborate with the Monitoring Evaluation and Learning Specialist to ensure project data collection, disaggregation and reporting requirements are met.
- Meet regularly with the Project Manager to monitor projects' progress, spend, risk and governance, and provide project management support as required.

### Construction implementation:

- Lead the implementation, maintenance and ongoing evaluation of safety, quality, environment and safeguarding management systems.
- Monitor project finances including spend against the budget and complete regular forecasts. Work closely with the Project Manager and Construction Manager to ensure cost forecasting is up to date and clear. Communicate budget risks early and effectively.
- Work in collaboration with the Construction Manager and Project Manager to prepare project programs, monitor timelines, identify issues and get projects back on track where necessary. Communicate timeline risks and changes clearly.
- Monitor procurement of materials during the construction stage. Support the team to identify shortfalls early and arrange for the right materials to arrive in the country in time for the required program milestones.
- Lead stakeholder engagement during implementation and foster culturally effective stakeholder engagement at every level. Plan for a smooth transition from testing and commissioning to operation including training as required.

### Champion good practice across projects:

- **Health and safety:** Hold Te KAI infrastructure delivery team and subcontractors accountable to the best standards achievable locally, and continuously evaluate the program's risk profile. Support the Construction Manager's health and safety officer role.
- **Climate resilience and sustainability:** Steer infrastructure to be simple, durable, resilient and easy to maintain within the local context.
- **Equality and inclusivity:** Ensure projects incorporate and address the needs of the whole community including vulnerable and underrepresented groups. Incorporate accessibility for people with disabilities into design. Identify and create opportunities to include women, young people and other underrepresented groups in projects and supply chains.
- **Environment and social safeguarding:** Support Te KAI's 'do no harm' principle, including environmental measures, Protection from Sexual Exploitation Abuse and Harassment, Child Protection, Modern Slavery mitigation and Unexploded Ordnance good practice.

### Capacity strengthening

- Identify and create opportunities to support the development of the local construction industry, such as training, workshops, templates, guidance and on the job experience.
  - Support formal capacity strengthening activities within MISE as directed by the Governance Committee.
  - Spend up to one day a week in the MISE Technical Office and provide ad hoc technical advice, guidance, mentoring and coaching as required by MISE staff.
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## Selection Criteria

### Qualifications

- University degree or equivalent professional qualifications in a relevant discipline. (e.g. civil or structural engineering, construction management, architecture, planning)

### Experience

- A minimum of 10 years' experience in the delivery or project management of building projects.
- Proven experience in construction project planning and design management, ideally including: scoping, design, cost estimates, budgets, materials procurement, risk assessment and construction programming/scheduling.
- Proven experience in construction delivery and management, ideally including: subcontractor coordination, construction/site management, quality management (inspections and testing), health and safety oversight, logistics, environmental management, community impacts.
- Proven experience in project and/or contract management, ideally including: procurement and contract administration, financial forecasting and cost control, reporting.
- Proven experience in stakeholder engagement with government and community stakeholders in a low or middle-income country development setting, experience in a Pacific Island country would be an advantage.
- Proven experience in team leadership, management, delegation and staff performance management.
- Experience in projects incorporating gender equality, disabilities and social inclusion, and social safeguarding such as child protection and protection from sexual exploitation, abuse and harassment is preferred.

### Knowledge/skills

- International development experience: Deep understanding of Australia's International Development Policy and ideally the Government of Kiribati's priorities.
- Project management proficiency: Strong management of infrastructure projects using modern methodologies including procurement and contracting of construction works, project work planning and delivery, staff planning, staff management, budgeting and expenditure forecasting and management.
- Risk management: Effective identification and mitigation of risks with robust planning and management of Occupation Health and Safety for construction works and program staff.
- Financial acumen: Budgeting, financial management, and efficient resource allocation.
- Communication and relationship skills: Culturally respectful and sensitive communication to build productive relationships with client and stakeholders at a senior level, clear articulation of complex issues and effective report preparation.
- Zero harm to the community and environment: Motivation and ability to address the needs of the whole community in design and protect vulnerable groups from harm in construction.

### Personal Attributes

- Leadership qualities: Exceptional leadership capabilities to inspire and guide teams towards achieving strategic objectives.
- Interpersonal skills: Strong ability to build and maintain relationships across diverse groups.
- Adaptability: Flexibility to respond effectively to changes and challenges.
- Cultural sensitivity: Respect for cultural differences and commitment to inclusive practices.
- Empathy and integrity: High ethical standards and empathy in all interactions.
- Learning: Facilitative and empowering managerial style, with the ability to gain confidence and drive high performance, build capacity, and further teams' development. Models a positive and open working style that supports individuals and strengthens team performance.

## Code of Conduct

In accordance with Tetra Tech’s Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

### Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

### Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

### Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.*