

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Senior Project Manager
Group:	Infrastructure Team
Reports to:	Fleet Manager
Location:	National Office, Wellington
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision a

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where Oranga Tamariki can be realised.

The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The Senior Project Manager is responsible for the leadership and support for the design and implementation of projects that form part of the Fleet Safety Initiatives. The role will be responsible for verifying that the project produces the required deliverables of quality, within the specified constraints of time and cost and to achieve the potential benefits defined in the business case/Project Initiation Document. This also includes management of issues, risks and project change requests to ensure successful and on-time project delivery. The role will contribute to process improvement initiatives as it relates to improving project delivery.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Project Management	<ul style="list-style-type: none"> - Provide on-site leadership for the project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones - Responsible for the full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for one major or several minor initiatives simultaneously - Manage all aspects of multiple related projects to ensure the overall programme is aligned to and directly supports the achievement of the strategic objectives of Oranga Tamariki - Prepare estimates and detailed project plans for all phases of the project - Procure adequate resources to achieve project objectives in planned timeframes - Manage the day-to-day project activities and resources, and chair the project management team meetings - Provide status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across the leadership - Proactively anticipate and manage risks, providing timely feedback to the GM Change and SRO - Understand interdependencies between technology, operations and business needs - Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence - Act as an internal quality control check for the project - Set and continually manage project and programme expectations while delegating and managing deliverables with team members and stakeholders - Monitor, track and control outcomes to resolve issues, conflicts, dependencies and critical path deliverables - Develop and deliver progress reports, proposals, requirements documentation and presentations to various audiences,

IN-CONFIDENCE

Key Result area	Key Accountabilities
	<p>including project team, sponsors, the leadership team and key stakeholders</p> <ul style="list-style-type: none">- Define success criteria and disseminate them to involved parties throughout project and programme life cycle- Co-ordinate interdependencies, and any risks and other issues that may arise.
Communication	<ul style="list-style-type: none">- Deliver appropriate and effective executive level communication- Ensure project team members are aware of their responsibilities and are kept up to date with progress and issues- Identify, monitor and report to the General Manager Change on project performance specifically covering finances, resources, programme, client relationships, team morale, health and safety, risks and quality related issues- Communicate constructively with business units and stakeholders- Facilitate team and client meetings effectively- Hold regular status meetings with project team- Keep project team well informed of changes relevant to the project- Deliver engaging, informative, well-organised presentations- Resolve and/or escalate issues in a timely fashion- Understand how to communicate difficult/sensitive information tactfully- Actively seek feedback from the business units and communicate this to the team to ensure successful delivery of the project.
Work Programme Development	<ul style="list-style-type: none">- Participate in establishing practices, templates, policies, tools and partnerships to expand and mature these capabilities for Oranga Tamariki- Continue professional development in order to keep abreast of emerging technologies, methods and best practices- Assist with the development of an integrated work plan for the assigned project(s) that has key stakeholder buy-in.
Relationship Management	<ul style="list-style-type: none">- Build and maintain effective networks/relationships both within and beyond Oranga Tamariki- Identify and develop trusted adviser relationship with project and program stakeholders, sponsors and university stakeholders- Actively network with business teams, key line managers and other clients to build credibility and ensure that initiatives/projects are relevant, practical and well understood by those with responsibility for implementation.

IN-CONFIDENCE

Key Result area	Key Accountabilities
Leadership	<ul style="list-style-type: none">- Provide leadership to relevant working groups as required, creating an environment where results are achieved that best meet children's needs- Coach, mentor, motivate and supervise project and programme team
Being part of the Oranga Tamariki team	<ul style="list-style-type: none">- Actively and positively participate as a member of the team- Proactively look for opportunities to improve the operations of Oranga Tamariki- From time to time, you may be required to perform other reasonable duties as requested by your manager- Comply with and support all health and safety policies, guidelines and initiatives- Ensure all incidents, injuries and near misses are reported into our H&S reporting tool- Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct- Commitment to the Treaty of Waitangi and respect and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none">- Infrastructure Team- Fleet Team- Change PMO and Change Programme Board- Oranga Tamariki Managers and relevant staff- Business unit members that the project is delivering to- Oranga Tamariki Staff
External	<ul style="list-style-type: none">- Relevant stakeholders- Iwi- Ministry of Health- Ministry of Education- New Zealand Police- Ministry of Justice- Ministry of Social Development- Other Non-Government organisations as appropriate- Local Government.

QUALIFICATIONS & EXPERIENCE

IN-CONFIDENCE

Qualifications	<ul style="list-style-type: none">- An industry recognised qualification in Project Management such as PRINCE2 or PMP, ideally with some in the public service arena- Holds current clean driver's licence and is prepared to drive the Ministry's vehicles if required.
Other requirements	<ul style="list-style-type: none">- Willing to travel to fulfil job requirements as agreed.
Experience/Knowledge	<ul style="list-style-type: none">- Proven and successful project management experience of large service development project.- Demonstrated in depth knowledge of large modern financial and business management systems and change associated with these systems- Proven extensive knowledge of key Oranga Tamariki systems, processes and relevant legislation- Demonstrated understanding of business processes and drivers – to ensure Oranga Tamariki derives the maximum benefit- Demonstrated ability to think strategically and to influence stakeholders to ensure project outcomes are achieved.- Proven experience in contract negotiation and service level management at a senior level- Demonstrated ability to work in collaborative peer and other stakeholder relationships.- Demonstrated ability to manage projects using proven project management methodologies- A history of success in a client-focused project environment
Skills/Behaviours	<ul style="list-style-type: none">- Excellent communication – oral, written- Ability to get the best out of staff- Strengths-based leadership, with the ability to collaborate with others, across the spectrum of Oranga Tamariki functions, to achieve mutually agreed goals.- Ability to focus on strategic, organisation-wide issues and proactively seeks opportunities to achieve the longer term vision and goals.- Ability to see the 'big picture' and looks at the impact of decisions on the wider parts of the organisation.- Understands how the different parts of the organisation and its external environment fit together.- Continually seeks to identify and minimise barriers to improvement and takes action to overcome obstacles.- Presents a persuasive presentation of ideas and balanced case in order to influence others and to gain acceptance and commitment to proposals, plans or decisions.- Commitment towards positive outcomes for Children, Young People and their Families.- Sensitivity towards Māori, Pacific Peoples and other cultures.

- Ability to create and promote a supportive culture and open communication.
- Demonstrates the personal commitment and passion needed to enthuse and motivate others in the areas of culture and organisational change

POSITION COMPETENCIES

Competency	Description of success profile behaviour
<p>1. Project Management</p> <p>Establishing a course of action for self or others to accomplish a specific goal' planning appropriate allocation of time and resources. The ability and desire to achieve effective results, and work towards or exceed an agreed goal</p>	<ul style="list-style-type: none"> - Sets challenging and achievable targets; - Plans and achieves required results without prompting and takes effective contingency measures where possible; - Demonstrates an ability to act independently and responsibly to reach targets; - Succeeds in encouraging others to set and achieve high standards; - Achieves outstanding results through sustained actions over time in the face of obstacles; - Ensures actions provide long-term sustainable benefit to the organisation
<p>2. Strategic Leadership</p> <p>The ability to inspire and communicate a compelling vision which generates enthusiasm and commitment to the organisation's goals The ability to stand apart from day-to-day activities and take a broad or long-term perspective identifying broader strategic and conceptual issues for planning and decision making.</p>	<ul style="list-style-type: none"> - Demonstrates the organisation's vision, values, principles and strategic goals and creates new models or solutions in order to drive the long term strategic direction of the organisation - Is aware of and understands the aims, values and strategy of Oranga Tamariki and ensures own region or sphere of influence has plans that are in line with the strategic objectives; - Demonstrates the ability to maintain a work environment which people find supportive and stimulating; - Keeps the team focused on the desired outcomes
<p>3. Continuous Improvement</p> <p>The ability to review, develop and improve systems, processes and services in order to maximize organizational performance and support the achievement of the Department's strategic</p>	<ul style="list-style-type: none"> - Demonstrates a strong desire to find better ways of doing things; - promotes the attitude "we can keep doing things better"; - Seeks and accepts suggestions from others about service improvements; - Is prepared to take responsibility for developing and implementing ideas for improvement within a region; - helps others understand the implications of change and guide them through change processes.

Competency	Description of success profile behaviour
<p>goals. This includes the ability to lead and drive change and to support others through change processes.</p>	
<p>4. Service Delivery</p> <p>The ability and desire to focus attention on meeting the needs of all clients of Oranga Tamariki and to ensure service delivery standards are met or exceeded</p>	<ul style="list-style-type: none"> - Uses "excellence" as a standard of performance; - Works to exceed client expectations; - Contributes to the development and implementation of a client-focused strategy; - Monitors client satisfaction; monitors service standards and implements cost-effective ways to improve service quality; - Identifies potential setbacks or obstacles to meeting clients needs; - Improves others' ability to meet client needs across a region.
<p>5. Business Acumen</p> <p>The ability to apply sound general management practices to ensure the business operates effectively and efficiently and delivers agreed outputs to contribute to priority outcomes.</p>	<ul style="list-style-type: none"> - Plans resources for new initiatives; regularly reviews resources, provides information on unit costs and benchmarks resource allocation with others; - Monitors and manages budget effectively; - Is able to negotiate and willing to share resources across the Department; - Demonstrates awareness and understanding of the dimensions of risk and how to minimise exposure
<p>6. Problem Solving</p> <p>The ability to apply an objective, logical and systematic approach to understand an issue or problem and to make a decision or to develop a recommendation or solution.</p>	<ul style="list-style-type: none"> - Conducts complex analysis, understands and sees the relationships between a range of diverse information, facts and figures and identifies the key issues and way forward; - Develops innovative approaches to problems and is able to look beyond the obvious for solutions; - Is clear about accountability and responsibility for decisions and involves partners in joint problem solving, whilst monitoring the impact this approach has on the desired outcome; - Is solution focused and displays an attitude that there may be several valid decisions to a situation.
<p>7. Impact and Influence</p> <p>The ability to seek and gain mutual understanding in a variety of situations in order to develop effective relationships and to influence favourable outcomes for the organisation.</p>	<ul style="list-style-type: none"> - Uses a variety of means for influencing others; shows an ability to recognise the dynamics of different situations; - Quickly establishes positive communication links with external parties; - Anticipates how others will react to different situations and attempts to tailor the approach effectively; - Can convince others and gain agreement.

Competency	Description of success profile behaviour
<p>8. Stakeholder Engagement</p> <p>The ability to build and maintain effective working relationships with key stakeholders in order to enhance understanding and co-operation to achieve desired results.</p>	<ul style="list-style-type: none"> - Proactively builds networks and positive working relationships with key stakeholders and service providers in order to maximise the effectiveness of services, promote synergy in and across service provision, and to eliminate any duplication of services; - Identifies and acts on opportunities to partner with stakeholders and other parties to champion initiatives that achieve positive outcomes for the client, Oranga Tamariki and Government.
<p>9. Team Orientation</p> <p>Teamwork is working collaboratively with others and actively committing to be part of the team. It involves developing trust between team members and following through on commitments made to the team.</p>	<ul style="list-style-type: none"> - Values and acknowledges the input and expertise which others in the organisation can provide; facilitates collaboration across different teams; - Seeks to actively promote a positive team atmosphere by understanding issues from other people’s perspectives.
<p>10. Cultural Responsiveness</p> <p>The ability and desire to show cultural sensitivity, awareness and understanding of diversity. This includes reinforcing culturally sensitive behaviour, being responsive to Māori and other cultural groups, effectively relating to clients from diverse cultural backgrounds, fostering a culturally safe working environment for staff.</p>	<ul style="list-style-type: none"> - Knows how to address issues that impact on clients, employees, stakeholders and communities from different cultural backgrounds; - Provides services to clients with sensitivity, understanding, and respect for the client’s culture; - Works in ways that enhance consultative relationships with different cultural groups and acts on opportunities to engage with them; - Is able to participate confidently and competently in situations that involve processes, systems and organisations based on ‘Matauranga Māori’.
<p>11. Public Service Context</p> <p>Understands the principles and conventions of government and the constitutional, legal and politically neutral framework in which one works in the Public Service.</p>	<ul style="list-style-type: none"> - Is sensitive to the political environment and works to ensure own service delivery is consistent within this context; - Uses knowledge and understanding of cultures, political environment, social, economic issues to positively influence outcomes; - understands and can explain the origin and reasoning behind key policies, practices and procedures;

Competency	Description of success profile behaviour
<p>This includes recognising the impact of future environmental, economic, and social developments and trends on public sector policies, processes and methods.</p>	<ul style="list-style-type: none"> - Is aware of projected directions of government and uses this information to anticipate how those changes might impact on the Department; - Understands the reasons behind ongoing issues within the organisation, the forces affecting the organisation and knowledge of ramifications and takes these into account when planning and making decisions; - Assesses all risks and focuses on improving overall performance across government and the Public Service
<p>12. Integrity</p> <p>The ability to maintain confidences and trust, and to act in an honest, ethical and professional manner. This also includes operating with credibility in any situation.</p>	<ul style="list-style-type: none"> - Sets and adheres to personal and organisational ethical standards; - Handles occasional ethical dilemmas; - Regularly self-assesses personal behaviours and performance.