

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Senior Project Manager
Group:	Services for Children and Families North
Reports to:	Regional Manager Waikato
Location:	Auckland or Hamilton
Direct Reports:	Yes
Budget:	Nil

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a new 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 goal of the Mokopuna Ora Sustainability Project is to improve outcomes for whānau and mokopuna in the Waikato-Tainui region by creating a consistent, repeatable and whānau-centric experience when whānau engage with Oranga Tamariki. The key shifts required to do this will be outlined in an implementation roadmap.

The Senior Project Manager is responsible for the leadership and support for the design and implementation of projects that form part of the Change Initiative Portfolio. 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 Ministry's strategic objectives – 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

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Develop and deliver progress reports, proposals, requirements documentation and presentations to various audiences, including project team, sponsors, the leadership team and key stakeholders – 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.
Roadmap development and work-stream management	<ul style="list-style-type: none"> – Define and develop the implementation roadmap that outlines the key shifts and actions required to execute the changes – Articulate the implementation roadmap content in ways that are easily understood by a range of stakeholders – Manage a collaborative planning process to detail the necessary steps and requirements for successful implementation – Lead and monitor the implementation work-streams to ensure a coordinated and effective implementation approach is maintained – Actively engage with stakeholders, subject matter experts, and project team members to build credibility and ensure that initiatives are well understood by those who have a role to play in the implementation – Monitor and evaluate the execution stage with a 'test and learn' perspective, making the necessary pivots and adjustments as required
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 the Ministry – Continue professional development in order to keep abreast of emerging technologies, methods and best practices

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> 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.
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 Perform any other duties as needed by Oranga Tamariki 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

Oranga Tamariki	<ul style="list-style-type: none"> Project team colleagues and steering group members Oranga Tamariki Project Management Office and Change Programme Board Site managers and staff at regional sites Service Design team Oranga Tamariki Subject Matter Experts
Waikato-Tainui	<ul style="list-style-type: none"> Project team colleagues and steering group members Iwi Support Advisors Waikato-Tainui SMEs Staff at Waikato-Tainui
External	<ul style="list-style-type: none"> Other relevant stakeholders such as Non-Government organisations and other community service providers

QUALIFICATIONS & EXPERIENCE

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"> - Minimum of five years' professional experience - Good knowledge of techniques for planning, monitoring and controlling programmes - Demonstrated ability to see the "big picture" and understand the strategic context of projects - Proven decision-making experience and leadership demonstrated in co-ordinating and integrating projects - Encourages participation and opinion so the project can benefit from a variety of input, suggestions and concerns. Perceives intrinsic qualities in other people and seeks to understand their point of view - Generates and harnesses creativity in others to benefit the project. - Proven experience in managing a range of projects - Computer literate; proficient in Windows 2000 or later, MS Word/Excel, MS Project and other Microsoft Office applications - Demonstrated ability to understand financial data and information, cost out all options and support recommendations with quantitative data.
Skills/Behaviours	<ul style="list-style-type: none"> - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture. - Is able to identify, evaluate, mitigate and communicate project risks - Ability to reason and present solid arguments, listen to other's points of view, negotiate and find solutions - Ability to persuade and influence others and resolve issues with a high degree of certainty and consensus - Challenges solutions and conclusions based on perception and prejudice - Displays drive, energy and an enthusiasm for getting things done - Strong organisational ability to optimise and prioritise conflicting demands in a busy environment, to achieve deadlines and see responsibilities through to completion - Good interpersonal and communication skills, including oral and written communication and particularly the ability to present ideas, information and advice in a way that is understandable by a range of audiences - Excellent self-management skills, including working effectively without direct supervision, managing and organising fluctuating workloads in sometimes stressful situations

- Is able to personally cope with ambiguity and change
 - Able to work effectively and competently with people at all levels; build and maintain relationships, within and external to the Ministry
 - Ensures that confidentiality is respected and maintained at all times
 - Consistently demonstrates trustworthiness, integrity, professionalism and honesty
 - High emotional intelligence and self-awareness of strengths and potential areas for development
 - Exercises sound judgment and political sensitivity
 - Strong leadership skills and motivational skills - able to lead and motivate a team towards the achievement of goals, understands leadership styles and their influence
 - Strong problem resolution and decision making skills - able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based these considerations
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