



## POSITION DESCRIPTION

# Project Manager

## About us

Our agency's purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.

### Our values – how we do things around here



#### Tāngata

We're about people

It's about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services.



#### Manawa Māui

We are a catalyst for change

We challenge the status quo constructively and seek better ways of doing things.



#### Taunakitanga

We influence through evidence

We use evidence to influence positive change for New Zealanders.



#### Puaretanga

We're transparent by nature

We will share what we're doing, how we're doing it, and what we learn

## About working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## About the position

### The purpose of this position

The Project Manager works closely with the Director Transformation to ensure projects are delivered successfully through:

- Leading and applying expert knowledge, skills, tools and techniques to meet or exceed stakeholder needs and expectations.
- Ensuring timeframes are kept, quality outcomes achieved, budgets are managed and related impacts across other business units are managed effectively.
- Engaging at a strategic level with key stakeholders to ensure the project is aligned to the desired outcomes.

This position will provide support, advice, coaching and mentoring to the Project Coordinator to help increase our capability in delivering successful projects across SIA and SIF.

Team and location                      Wellington Transformation Office

Reporting to                              Director Transformation

Salary band                              Band 18: \$ 124,233-\$ 175,388

Starting salaries are negotiated based on relevant skills and experience, with offers generally made between \$ 124,233- \$ 146,157.

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### What you will do to contribute

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#### Programme and Project Management

- Lead, manage, develop and implement specific project plans, business cases, implementation plans and evaluation and monitoring regimes as required.
- Ensure project management services are delivered in a timely and professional manner.
- Conduct project management quality assurance and ensure the quality of processes and outputs.
- Monitor project budgets.
- Manage project resources recruited to assist with the achievement of the deliverables and outcomes.
- Provide status reporting relating to change activities, milestones, deliverables, dependencies, risks and issues, and provide communications on project activity as required.
- Ensure SIA and TO governance processes are followed.

#### Change Management

- Establish clear traceability between the change objectives and measures of success to the project objectives, outputs and outcomes.
- Proactively anticipate and manage change risks and dependencies providing timely feedback to the TO.

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## **Stakeholder Management**

- Lead key programmes of change and transformation across cross-functional teams and outcomes in SIA.
- Ensure all stakeholders of the project and those who are affected by the change are identified and consulted where appropriate as required.
- Establish and maintain professional relationships with internal and external stakeholders with effective communication methods.
- Convene and attend meetings with senior managers and stakeholders to address specific risks or issues.
- Actively manage stakeholders' expectations by maintaining timelines for delivery.

## **Planning**

- Define and, where appropriate, implement key project management standards, guidelines, processes, roles and responsibilities (e.g. risk management, planning, estimating, progress tracking, documentation controls etc.) in conjunction with the appropriate teams and forums; e.g. Risk and Assurance, Finance etc.
- Define and maintain project scope.
- Co-ordinate regular internal and external project reporting.
- Provide central co-ordination for the processes and repository for all project documentation/ manuals etc through the Ministry systems.
- Contribute to the development, management and publication of all project documentation and any other plans as required (including schedules, financials and benefits).
- Ensure schedules are kept up to date and any inter-dependencies documented and escalated as appropriate.

## **Supply & Demand**

- Ensure supply and demand requirements are well documented including resources/people.
- Provide requirements as and when required, monthly reporting and quarterly basis, adjusting for confidence when required.

## **Governance, Reporting and Accountability**

- Ensure SIA receives value for money from its expenditure and that benefits are realised.
- Provide information and advice as required, to enable internal and external reporting (including Ministers) for the purposes of accountability reporting.
- Monitor and report on the progress of projects at regular intervals throughout the life of the project or as requested by governance and or the TO.
- Ensure that the Director Transformation is well informed regarding current status and opportunities for improvement.
- Ensure all project related documentation is consistent and accurate to the needs of the intended audience.
- Prepare governance reports, project status reports, presentations, agendas, minutes consistent with TO requirements.
- Maintain logs and registers.

## **Finance**

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- Manage the approved project budget in accordance with the Public Finance Act and the Ministry financial management policies and systems and the Finance team.

#### **Risk & Issue Management**

- Actively identify and manage risks, issues, assumptions, dependencies and decisions.
- Keep the TO informed of any critical risks/issues and the strategies in place to mitigate them, and escalate as appropriate.
- Provide effective and efficient service for identification, screening, prioritisation and resolution of risks & issues.

#### **Best Practice/Centre of Excellence**

- Promote and apply best practice as defined by the Project Management Institute and any other related professional body.
- Adhere to SIA standards for project management.
- Participate and/or lead in establishing in project practices, templates, policies, tools and partnerships to expand and mature capabilities.
- Development of any integrated change programme work for your assigned project(s) and/or common stakeholders.
- Coach, mentor, motivate and supervise others in team as appropriate.

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#### **Risk management**

- Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary.
- Ensure that analysis, data and information supplied is accurate and verified.

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#### **Health and safety**

- Take responsibility for meeting SIA's obligations for workplace health and safety.
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## **About you – what you will bring specifically**

### **Qualifications**

- Relevant tertiary qualification and/or technical qualification.

### **Experience and knowledge**

- 5+ years' experience in a Project Manager role working as part of a transformation programme delivering complex projects.
- Extensive experience in a project management, ideally within the public service arena.
- Experience with a range of Project Management methodologies, a demonstrated use of PMI methodology, Waterfall, Agile preferred.

- Hands on knowledge and experiences with multiple Project Management methodologies and how to use Better Business Case principles.
- Proven decision-making experience and leadership demonstrated in co-ordinating and integrating projects.
- Demonstrated ability to see the "big picture" and understand the strategic context of projects.
- Contract/SLA Management experience.
- Ability to use office software packages, such as M365 suite, project planning tools etc.
- A sound understanding of Service Delivery business processes and strategy and the environment in which it operates, including the ability to understand the various computer systems that deliver payments.
- Government experience including Better Business Case development is desirable.
- Demonstrated ability to understand financial data and information, cost out all options and support recommendations with quantitative data.
- Able to work with numbers and produce and interpret relevant statistics.

## Characteristics

- Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
- Achieving ambitious goals – committed and tenacious, ambitious.
- Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
- Honest and courageous – shows courage, shows decisiveness, leads with integrity.
- Resilient – displays resilience, demonstrates composure.
- Comfortable with ambiguity and 'grey area's with the ability to navigate complex situations, adapt to change.
- Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
- Knowledge and understanding of Mātauranga Māori and tikanga.

## Capabilities

- Implements strategy – aligns their work with strategic objectives and SIA's vision.
- Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
- Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
- Builds relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.

- Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
- Shows political awareness – displays an understanding of the essentials of how the government and the public sector work, and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
- Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
- Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

## Other requirements

- Willing to take on responsibilities (within limits) outside the prescribed position description.