

Project Manager

Purpose | Te arotahi mātua

As a Project Manager, you will take on a pivotal leadership role, driving the successful delivery of projects while fostering strong relationships with both internal teams and external stakeholders. Your ability to influence and guide diverse project teams, governing bodies and leaders will be key in ensuring alignment with strategic goals and business objectives.

You will be responsible for steering projects from initiation to completion, proactively managing timelines, resources, and risks, while ensuring all deliverables meet the highest standards of quality. With exceptional communication and organisational skills and a passion for driving results, you will play a crucial role in optimising project efficiency, fostering collaboration, and maintaining strong communication across all levels of the organisation.

This work requires a holistic people-centred approach that considers technology an enabler as opposed to the default solution. Alongside 'doing the doing' this role balances developing capability of others and promoting best practice at Taranaki Regional Council. Most importantly this role is about making a positive difference for our people and our community.

Our Digital Technology team is purpose-driven and a place where development, growth and collaboration are valued. Our people are trusted to make good decisions that result in positive impactful delivery.

Role dimensions | Te ahu mahi

Responsible to:	Digital Project Management Office Lead
Responsible for:	Nil
Primary location:	Stratford, although travel throughout the region may be required as part of your duties
Position grade:	16

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Project planning and life cycle management

- *Ownership of full project life cycle*: successfully deliver projects from scoping and business case development, through to delivery and adoption in line with the Project Governance Framework and Digital Change Management Strategy.
- *Initiation* - Project conceptualisation including feasibility and alignment with organisational goals assessed. Objectives, scope, and stakeholders identified and initial business case developed.
- *Planning* - Create detailed project planning including scope, objectives, deliverables and measurements, timelines, resources, budget, risk assessments, procurement strategies and communication plan.
- *Execution* - Project kick off including introductions and RACI responsibilities, activity commences with appropriate governance structures in place and regular project/steerco meetings, communications and reporting established.
- *Monitoring, Control and Governance* - Performance is measured using the appropriate systems, tools, and techniques to deliver within the specified constraints of time, cost and quality and meet business and sponsor requirements:
 - Key performance indicators (KPIs) tracked, deviations identified adjustments and corrective actions taken;
 - Project deliverables meet required quality standards;
 - Regular accurate, timely and insightful project reports;
 - Use appropriate verification techniques to manage changes in project scope, schedule and costs;
 - Manage risks through register and seek appropriate guidance and authority to ensure the delivery is managed;
 - Project team communication, and coordination in play;
 - Ongoing management of all stakeholders and resources.
- *Closing* – Final deliverables are reviewed and accepted, lessons learnt documented and formal closure report prepared. Hand over to operational owner, resources released and project formally closed.
- *Procurement and Contract Management*: Manage vendor, selecting and negotiating contracts, and ensuring compliance:
 - Work with internal and external providers to integrate and manage resources and tasks;
 - Produce well prepared, stakeholder-focused written communication;
 - Present information based on stakeholder and audience level of involvement, known preferences and needs/wants in a timely manner meeting delivery requirements.
- From time to time carry out training activities for members of the project delivery team or wider business users.
- Duties include working on a varying range of projects.
- Assist the Digital PMO Lead as required in support of Product and Governance reporting activities.

Leadership, change and relationship management

- *Project team Leadership:* Lead and motivate, foster collaboration, resolve conflicts, and ensure everyone understands their role and responsibilities.
- *Technical Leadership:* Bring technical leadership to projects, providing high quality advice to achieve technical outcomes.
- *Communication:* Clear and regular appropriate communication conveying project goals, progress, and expectations to team members and stakeholders.
- *Stakeholder Management:* Build and maintain positive relationships with stakeholders, managing expectations and addressing concerns.
- *Change Management:* Manage and apply methods to transition business practices and processes to desired future state, ensuring smooth transitions and minimising resistance.
- *Decision-Making:* Make informed decisions based on available information and considering the project's objectives and constraints.
- *Relationship Building:* Build strong relationships with team members and stakeholders to foster collaboration and achieve project success.
- *Conflict Resolution:* Identify and address conflicts within the project team or with stakeholders in a constructive and timely manner.
- *Negotiation:* Negotiate with stakeholders, team members, and vendors to achieve mutually beneficial agreements and resolve conflicts.
- *Influencing and Persuasion:* Adapt interpersonal style to interact with and influence a highly diverse set of individuals and groups in a range of situations.

Strategy alignment

- *Strategic Alignment:* Aligning the project objectives with the organisation's strategic goals and ensuring that the project adds value to the business.
- *Business Acumen:* Understanding the industry, market, and business context in which the project operates.
- *Benefits Management:* Identifying and managing the expected benefits of the project and ensuring they are realised.

Continuous learning

- Maintain professional and technical knowledge personally through continued education, online/in-person training and attendance of educational workshops, reviewing professional publications, networking and participation in professional industry groups.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** – Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.



Personal specifications | Ngā whakaritenga whaiaro

Qualifications	<ul style="list-style-type: none">• A tertiary qualification in Information Technology or Computer Science or a field that is relevant to the specialisation of this role or equivalent practical experience.• Project Management - Prince2, PMP or equivalent certification.
Experience	<ul style="list-style-type: none">• At least two years' experience with technical projects and project management.• Have technical and practical proficiency and competency relevant to this role's specialisation.• Change management experience.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.• Extensive demonstrated experience leading complex technical projects/ programmes through to successful conclusions and satisfaction of Sponsor.• Experience in managing multiple projects concurrently.• Experience with leading and reporting into Governance/Steering Groups.• Experience researching, elevating and mitigating risk.• Experience in using project tools such as Microsoft Office.
Skills	<ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Leadership skills that include managing, driving, facilitating, developing, planning, controlling and organising projects.• Blended skills working a pseudo-Business Analyst capacity (with existing Business Analysts) to flesh out high-level requirements and ensure quality outputs and outcomes are achieved.• Good process and report writing skills including the ability to translate complex analysis into trends and visuals to allow good business decisions to be made.• Good communication skills.• A logical approach to problem solving and decision making.• Highly developed planning and stakeholder communication engagement skills.• Vendor management skills.• Ability to work unsupervised.

Knowledge

- Advanced knowledge of project management methodology, tools and techniques.
- Working knowledge of business/systems analysis techniques, methods and standards.
- Working knowledge and use of the full suite of Microsoft Office products.
- Working knowledge of programme management methodology.
- Working knowledge of tikanga Māori and Te Reo.

Personal attributes

- Self-motivated
- Adaptable
- Strong initiative
- A can-do attitude
- Self-awareness
- **Customer first mentality** – Drive to put the customer at the centre of everything they do
- **Growth mind-set** – Able to self-reflect, challenge the status quo and grow



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- | | |
|-----------------|---|
| Internal | <ul style="list-style-type: none">• All Taranaki Regional Council staff• All Digital Technology team members• Taranaki Regional Council Managers• Additional project stakeholders and advisers |
| External | <ul style="list-style-type: none">• IT Contractors and Project Managers• IT vendors• Service providers |

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

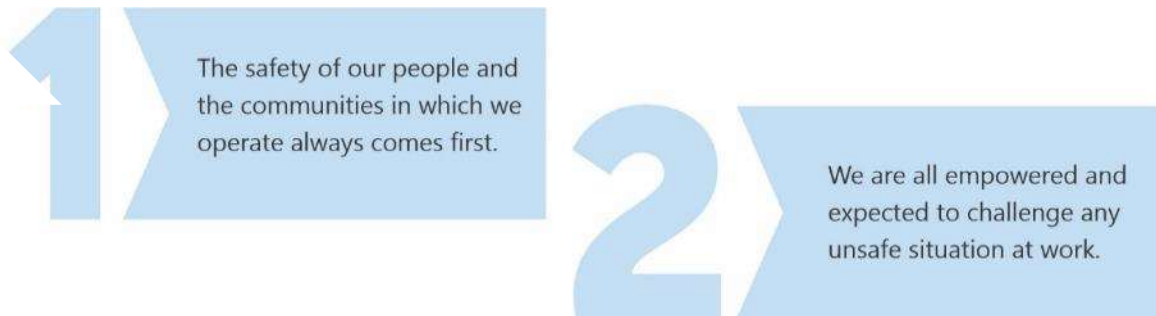
- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:



We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none">• Service Standards• Customer Service• Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none">• Aligns Work• Collaborates• Assesses Impact and Value• Promotes Change
Self-Awareness	<ul style="list-style-type: none">• Knows Self• Develops Self and Others• Builds Trust
Communicates Effectively	<ul style="list-style-type: none">• Clear Messages• Adapts Style• Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none">• Systems Knowledge• Works Efficiently• Data Management
Wellness and Risk	<ul style="list-style-type: none">• Policies and Procedures• Manages Risks• Proactive Wellbeing• Site Safety
Cultural Awareness	<ul style="list-style-type: none">• Reo• Tikanga• Whakawhanaungatanga• Local context• Mātauranga Māori• Regulatory Environment