



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Senior Project Manager

Technology Services & Solutions (TSS), Organisational Capability and Services Branch (OCS)

The purpose of this role is to provide leadership and work within a strategic context, to manage and deliver large, complex, critical and/or multiple projects on time and to budget. Note: when the word 'project' is referred to, this is to be read as large, critical and/or multiple projects up to a value of NZ\$5 million.

While this role has no direct reports, supervision of and leadership to project team members will be required. The number of individuals involved will be determined by the nature of any given Project. Some of these people may be engaged specifically for the Project and some may be seconded from other business groups, therefore a matrix management approach will be required.

- **Reporting to:** Team Leader Projects
- **Location:** Wellington
- **Salary range:** Information Technology J

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept



Te Tari Taiwhenua
Internal Affairs

our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Project Delivery</p> <ul style="list-style-type: none"> • Manage the successful delivery of multiple, complex or critical projects • Ensure strategic objectives and outcomes are factored into decision making and managed • Provide appropriate project oversight, control and support, in terms that are meaningful to both the business owners and Programme Managers • Coach and mentor project team members A project team may comprise up to 50 staff and/or between 1-6 project managers may report to this position as a result of the scale of the project 	<ul style="list-style-type: none"> • Comprehensive and considered business cases are completed and approved for the implementation of solutions on behalf of the business owner • Management and advice on the selection of options in project planning and decision-making aims for optimal achievement of strategic outcomes • Key relationships and stakeholders are identified and effectively managed • All issues critical to outcome and objectives are effectively resolved through open and focused communication with all stakeholders • All risks and issues are identified and proactively managed, and significant risks are communicated to senior management • Work programmes are developed, and tasks are assigned to project team members • Projects are managed to the satisfaction of sponsors, and to internal standards • Projects are delivered to specification, within budgets, and to agreed timeframes • Deliverables are clearly defined and of are of high quality • The key project control frameworks are maintained and monitored • External consultants and vendors are effectively managed • Project reporting is undertaken regularly, to required times and specifications • The financial reporting process is effectively managed • The project team is managed effectively

What you will do to contribute	As a result we will see
<p>Project Integration</p> <ul style="list-style-type: none"> • Manage the effective integration between the business and TSS • Manage any technical solutions designed and implemented by projects to ensure these are the most suitable, cost effective, and fit the architecture framework supported by TSS • Manage any organisational change necessary to achieve project goals to ensure this is understood by all stakeholders and is harmoniously implemented 	<ul style="list-style-type: none"> • Resource planning and modelling is undertaken in a manner that allows DIA to meet the project’s resource needs • Managers, team leaders, and staff impacted by projects are well informed and their needs and concerns are understood and addressed • The technical requirements of the projects are well understood; and TSS is engaged early and given a comprehensive understanding of the projects so that they are best able to participate and advise on the project • Robust solution requirements and selection processes are followed, with TSS participation • Systems are robust, reliable, and user-friendly • Vendor involvement is effectively managed, from contract negotiation through to delivery and support • Business process changes, and new organisational requirements and impacts, are clearly scoped • Change plans are developed with the involvement of key stakeholders, including Strategic Human Resources and PSA representation • Approach to communications and relationship management builds agreement and understanding, and facilitates buy-in and co-operation
<p>Project Leadership</p> <ul style="list-style-type: none"> • Proactively adopt and exhibit leadership behaviour that is consistent with the DIA value statements • Coach and lead in the use of project methodology and project management disciplines • Contribute to the continuous improvement and refinement of the systems used across the department 	<ul style="list-style-type: none"> • Best practice standards for project teams are maintained • A positive role model • Assistance proactively provided to colleagues • Harmonious working relationships are established, built and maintained with a wide range of people and situations

What you will do to contribute	As a result we will see
<p>Stakeholder Management</p> <ul style="list-style-type: none"> Establish and maintain strong relationships across the Department to achieve optimal project outcomes 	<ul style="list-style-type: none"> Positive relationships are developed and maintained with key internal stakeholders at all levels of the organisation An agreed, clear and documented understanding of client and stakeholder requirements is developed Effective working relationships are established, built and maintained with key related teams such as Programmes, Commercial Strategy & Delivery, Strategy and Engagement, Business Analysis, Testing, and Business Systems
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Project Sponsors and Owners	✓	✓	✓	✓		✓
	Project Practice Manager and teams		✓	✓	✓		✓
	Programme Managers	✓			✓		✓
	TSS leadership team and staff	✓	✓	✓	✓	✓	
	Enterprise Portfolio Management Office		✓		✓		
	Senior Managers and staff across the Department	✓	✓	✓	✓		
External	Vendors and Suppliers	✓	✓	✓	✓	✓	
	Other government agencies	✓	✓	✓	✓	✓	✓

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	None

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Extensive experience at a senior level in a variety of project management and business transformation assignments in government with a track record of delivering multiple, complex projects on time, to specification and within budget. • Comprehensive project management experience within the IT industry sector including having successfully led major service implementation projects. • Experience providing mentoring and coordinating the work of a team in all aspects of project management and business change. • Risk management experience in defining, mitigating and managing a diverse risk profile. • Experience in financial/budget control. • Experience in successfully managing project resources through a matrix management model. • Contract negotiation and vendor management experience. • Business Development experience, including the ability to seek out and develop new business opportunities consistent with Departmental goals and operating plan • Systems thinking experience, including the ability to predict and influence the behaviour of any system through understanding the underlying structure <p>Knowledge:</p> <ul style="list-style-type: none"> • In-depth knowledge and experience of quality assurance techniques in a continuous improvement environment. • In-depth knowledge and experience of Systems Development Life Cycle (SDLC) principles and practice. • A broad awareness of a range of technologies and their practical applications in supporting business requirements <p>Skills:</p> <ul style="list-style-type: none"> • Highly effective communication and negotiation skills, including the ability to

Your success profile for this role	What you will bring specifically
	<p>successfully engage the participation and support of stakeholders across the organisation and represent DIA to external stakeholders – from vendors to the public</p> <ul style="list-style-type: none">• Highly effective stakeholder management skills – able to establish, build and maintain effective working relationships• Outcomes focussed – is productive and innovative, solves problems whilst managing risks, effectively communicated desired outcomes, follows through and implements initiatives• Highly effective Interpersonal skills, able to adjust style to the needs to the audience, able to influence to ensure outcomes focussed solution• Effective problem analysis and solving skills at a level to work through issues of considerable complexity and the judgement to select and apply/recommend appropriate decisions <p>Other requirements:</p> <ul style="list-style-type: none">• Degree in business management, information technology, or equivalent• PMP/PRINCE2 certified, or equivalent