



Job description

Haere mai

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

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 projects.

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 I

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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.



Te Tari Taiwhenua
Internal Affairs

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of 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 whitake 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 hāpori, 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.

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 projects • Provide robust leadership and relationship management • Provide effective integrated planning and estimating, managed and considered execution, and implementation and change management 	<ul style="list-style-type: none"> • Comprehensive and considered business cases for the implementation of solutions are completed and signed off • Options chosen in project planning and decision-making aim for optimal achievement of strategic outcomes • Key relationships and stakeholders are identified and effectively managed • Open and focused communication with all stakeholders facilitates the resolution of issues critical to outcome and objectives • Risks and issues are identified and proactively managed, and significant risks are communicated to senior management • 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 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 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"> • Ensure effective integration is achieved between the business and TSS • Ensure that any technical solutions designed and implemented by projects are the most suitable, cost effective, and fit the architecture framework supported by TSS • Ensure any organisational change necessary to achieve project goals is understood by all stakeholders and is harmoniously implemented 	<ul style="list-style-type: none"> • Managers, team leaders, and staff impacted by projects are well informed and their needs and concerns are understood and addressed • The Enterprise Portfolio Management Office (EPMO) is kept informed of the requirements of projects such that the EPMO is best able to support the projects • Robust solution requirements and selection processes are followed, with TSS participation • Systems are robust, reliable, and user-friendly • Vendor involvement is managed well, 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 external communications and relationship management builds agreement and understanding, and facilitates buy-in and co-operation • Approach to internal communications supports effective change management, and builds ownership within business units
<p>Project Leadership</p> <ul style="list-style-type: none"> • Coaching and leadership is provided in the use of project methodology and project management disciplines • Contribution to the continuous improvement and refinement of the systems used in DIA 	<ul style="list-style-type: none"> • Best practice standards for project teams are maintained, with assistance from the Manager Project Practice where appropriate • A positive role model • Assistance is provided to colleagues • Harmonious working relationships are maintained with a wide range of people

What you will do to contribute	As a result we will see
<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"> • Proven experience in the delivery of a variety of successful projects that involve business transformation, preferably within the public sector • 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 • Proven experience mentoring and co-ordinating the work of a team in all aspects

Your success profile for this role	What you will bring specifically
	<p>of project management and business change</p> <p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge and experience of quality assurance techniques in a continuous improvement environment • Knowledge and experience of risk management • Knowledge and experience of financial management / budget control • Sound knowledge of and experience in the application of SDLC principles and practice <p>Skills:</p> <ul style="list-style-type: none"> • Proven communication and negotiation skills, including the ability to successfully engage the participation and support of stakeholders across the organisation and represent DIA to external stakeholders – from vendors to the public • Proven 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 • 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