



# 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 – Planning and Integration (Construction)

### Information and Knowledge Services

#### Whakamana te Whenua, Whakamana te Tiriti

Tāhuhu is a multi-year work programme for the upgrade and expansion of the physical infrastructure and storage capacity of Archives New Zealand and the National Library of New Zealand to physically preserve and make accessible our documentary heritage material and contribute to our nation's economic and cultural value. Tāhuhu provides a unique once in a life time opportunity for the Crown and Māori partnership to be integrated into the new physical and cultural infrastructure of Archives New Zealand, the National Library and partners Nga Taonga Sound and Vision.

A key driver for the Tāhuhu programme is to better meet our obligations to Te Tiriti o Waitangi by engaging, developing and maintaining meaningful and enduring relationships with those mana whenua iwi upon whose ancestral lands we are constructing our new facilities to house the nations memories.

By working in collaboration with mana whenua iwi and Māori experts and technicians, it is our hope that together we will enact and demonstrate the principles of partnership, participation and protections and provide a Tiriti inspired public service that develops and matures in years to come.

The purpose of this role is to provide project leadership and work within a strategic context. The Senior Project Manager – Planning and Integration is responsible for establishing and maintaining integrated control plans for several programme design and investment workstreams, readying business cases for future construction builds, and a lease-build construction project, ensuring the use of recognised project management methodologies and techniques. In agreement with the Programme Manager, they will also be responsible for driving workstreams and the project to successful completion, until such time as the workload of the planning function or project management function requires full-time commitment.

Supervision of and leadership of project team members is required with the number of individuals involved being determined by the nature of the workstreams and project. Some of these people may be engaged specifically for programme activities and some may be seconded from other business groups, therefore a matrix management approach will be required.

- **Reporting to:** Tāhuhu Programme Manager
- **Location:** Wellington
- **Salary range:** Band (Delivery)



## **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

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## 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.

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.

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## 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 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.

What you will do to contribute	As a result we will see
<p><b>Planning and Integration</b></p> <p>Working with programme leadership, design project managers/principal design managers, and contacted construction-related organisations:</p> <ul style="list-style-type: none"> <li>• Generate and maintain sound and integrated scope, time, and cost estimates for programme workstreams and projects, maintaining critical path and dependency relationships</li> <li>• Produce control/project management plans for the programme and its workstreams and projects</li> <li>• Ensure strategic objectives and outcomes are factored into planning and decision making, and managed</li> <li>• Coach and mentor programme and project team members.</li> </ul>	<ul style="list-style-type: none"> <li>• Management and advice on the evaluation of options in project planning and decision-making aims for optimal achievement of strategic outcomes</li> <li>• The programme working to a single, approved, integrated plan</li> <li>• Key relationships and stakeholders are identified and effectively managed</li> <li>• All risks and issues are identified and proactively managed, and significant risks are communicated to senior management</li> <li>• Deliverables are clearly defined and sized, and this specification is of high quality</li> <li>• The key control frameworks are maintained and monitored</li> </ul>
<p><b>Project Management</b></p> <p>For programme workstream and project management assignments:</p> <ul style="list-style-type: none"> <li>• Accountable for the project management of assigned programme workstreams and / or projects</li> <li>• Manage scope, costs, timescales and resources required to deliver the programme.</li> <li>• Facilitate supplier, contractor and consultant engagement and drive performance to meet design standards, contractual obligations, project milestones and legislative and regulatory requirements.</li> <li>• Provide effective presentation of the overall status of the objectives to maintain the confidence of the Programme Manager, Executive and Board.</li> <li>• Provide appropriate oversight, control and support, in terms that are meaningful to both the business owners and programme leadership</li> <li>• Actively manage all aspects of financial forecasting, estimating, budgeting and</li> </ul>	<ul style="list-style-type: none"> <li>• Projects and workstreams are managed to the satisfaction of Project Executives and programme leadership</li> <li>• Projects and workstreams are delivered to specification, within budgets, and to agreed timeframes</li> <li>• All issues critical to outcome and objectives are effectively resolved through open and focused communication with all stakeholders</li> <li>• Deliverables are completed to expected and agreed quality</li> <li>• External consultants and vendors are effectively managed</li> <li>• Performance reporting is undertaken regularly, to required times and specifications</li> <li>• The financial reporting process is effectively managed</li> <li>• The project team is managed effectively.</li> <li>• Best practice standards for project teams are maintained</li> </ul>

What you will do to contribute	As a result we will see
<p>spend including the development of cost plans, FtC and FaC, spend analysis and resolving budget variances when required.</p> <ul style="list-style-type: none"> <li>Proactively identify and effectively manage project risks, working collaboratively to resolve complex issues to minimise or avoid risks to the programme, its activities and the DIA, escalating those that cannot be avoided to programme management and project governance.</li> <li>Apply good practice project management disciplines and determine and implement appropriate levels of construction monitoring required to meet project, contractual, and regulatory obligations.</li> <li>Work with others internally and externally to ensure adherence to obligations stated in construction development agreements</li> <li>Work collaboratively with the design and construction project managers to ensure clear division of responsibilities and alignment of plans, deliverables, risks and issues</li> <li>Ensure all project documentation is maintained and compliant with PMO requirements and required approvals are obtained.</li> </ul>	<ul style="list-style-type: none"> <li>A positive role model</li> <li>Proactive management</li> <li>No surprises</li> </ul>
<p><b>Project Leadership</b></p> <ul style="list-style-type: none"> <li>Proactively adopt and exhibit leadership behaviour that is consistent with the DIA and Tahuu values</li> <li>Responsible for the leadership, supervision and development of a high performing project team</li> <li>Coach and lead in the use of project methodology and project management disciplines</li> <li>Contribute to the continuous improvement and refinement of the systems used across the programme</li> </ul>	<ul style="list-style-type: none"> <li>Best practice standards for project teams are maintained</li> <li>A positive role model</li> <li>Assistance proactively provided to colleagues</li> <li>Harmonious working relationships are established, built and maintained with a wide range of people and situations</li> </ul>
<p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>Establish and maintain strong relationships across the Department, Tāhuhu Programme</li> </ul>	<ul style="list-style-type: none"> <li>Positive relationships are developed and maintained with key internal</li> </ul>

What you will do to contribute	As a result we will see
<p>and external stakeholders to achieve optimal project outcomes.</p> <ul style="list-style-type: none"> <li>Ensure effective relationship analysis, approach and management is active and consistent and cohesive across the Programme</li> <li>Champion rapid escalation of issues and timely decision making.</li> </ul>	<p>and external stakeholders at all levels</p> <ul style="list-style-type: none"> <li>An agreed, clear and documented understanding of client and stakeholder requirements is developed</li> <li>Effective working relationships are established, built and maintained with key related teams</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>All requirements of DIA's Health and Safety policy and procedures are met.</li> </ul>
<p><b>Tāhuhu Values</b></p> <ul style="list-style-type: none"> <li>Together we strive for excellence</li> <li>We help each other succeed and have fun along the way</li> <li>Trust within the team so others have trust in us</li> <li>Play your part, play as a team</li> </ul>	<ul style="list-style-type: none"> <li>Tāhuhu values are understood and lived.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Deputy Chief Executive IKS, SLT and management within IKS	✓	✓	✓	✓		
	Tāhuhu Programme Director	✓	✓	✓	✓		✓
	Tāhuhu Programme Manager	✓	✓	✓	✓		✓
	Project Steering Committee(s)	✓	✓	✓	✓		✓
	Tāhuhu Programme Management Office Manager	✓	✓		✓		✓
	Tāhuhu Project Teams	✓	✓	✓	✓	✓	
	Tāhuhu Functional Design Advisory Group	✓		✓	✓		✓
	Tāhuhu Maori Advisory Group	✓	✓	✓	✓		
External	Third party suppliers	✓	✓		✓		
	Treaty Partners		✓	✓	✓		
	Mana Whenua iwi groups	✓	✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	Z
Direct reports	N/A

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 People Leader.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Setting expectations</li> <li>• Encouraging innovation</li> <li>• Building effective teams</li> <li>• Identifying talent and developing others</li> <li>• Motivating others to achieve results</li> <li>• Developing business acumen</li> </ul>	<p><b>Certifications</b></p> <ul style="list-style-type: none"> <li>• AIPM RegPM or PMP certified – with demonstrable experience applying these certifications in construction environments</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 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 construction projects on time, to specification and within budget.</li> <li>• Demonstrated experience in project management methodologies</li> <li>• Comprehensive project management experience, including having successfully led large and complex construction projects</li> <li>• Exceptional estimating and planning skills</li> <li>• Competency in resource management and budget management and control</li> <li>• Risk management experience in defining, mitigating and managing a diverse risk profile</li> <li>• Experience in financial/budget control.</li> <li>• Experience in successfully managing project resources</li> <li>• Contract negotiation and vendor management experience</li> <li>• Proven success in people and team leadership skills, including lifting capability and agility</li> </ul>

Your success profile for this role	What you will bring specifically
	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge and experience of quality assurance techniques in a continuous improvement environment.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Highly effective communication and negotiation skills, including the ability to successfully engage the participation and support of stakeholders across the organisation and represent DIA and Tāhuhu to external stakeholders – from vendors to the public</li> <li>• Highly effective stakeholder management skills – able to establish, build and maintain effective working relationships</li> <li>• Outcomes focussed – is productive and innovative, solves problems whilst managing risks, effectively communicated desired outcomes, follows through and implements initiatives</li> <li>• • Highly effective Interpersonal skills, able to adjust style to the needs to the audience, able to influence to ensure outcomes focussed solution</li> <li>• • 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</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Degree in business management, or equivalent is ideal</li> <li>• A commitment to actively working with the Tāhuhu team as we build our cultural capability</li> </ul>