DAIRYNZ Position Description
Project Manager

Position

Position Title: Project Manager

Reports to: Digital Delivery Lead

Direct Report: 0

Career Level: Team Member

Budget: Approved Project Budgets

Revenue: Nil

Management Position: No

Delegated Authority: Nil

Purpose of DairyNZ

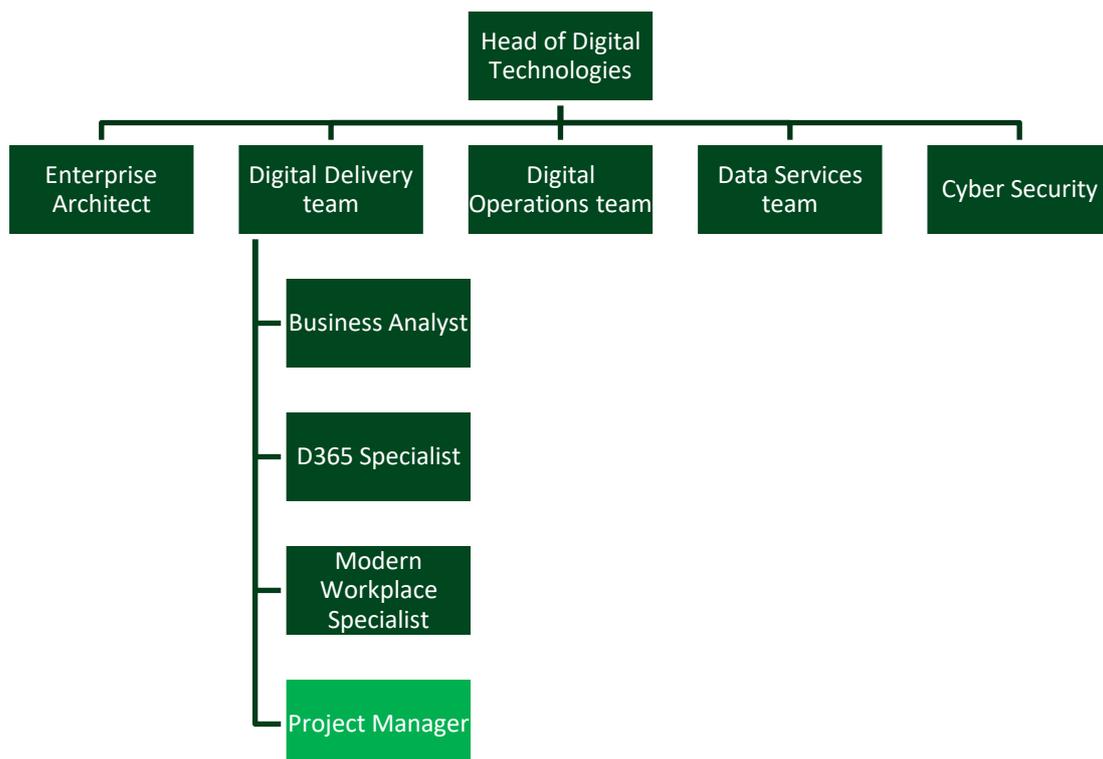Our Purpose: ***Progressing a positive future for New Zealand dairy farming.***

That's why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

Purpose of the position

To contribute to the increased sustainability, profitability, and productivity of New Zealand dairy farms through provision of project management support, expertise and coordination, enabling quality project outcomes.

Working within a matrix framework across several portfolios, this position will work frequently as a member of a programme or project team, across DairyNZ.

Team organisation chart

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                          Head of Digital
                          Technologies
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   Enterprise   Digital Delivery   Digital      Data Services   Cyber Security
   Architect    team               Operations   team
                                   team
                 ├─ Business Analyst
                 ├─ D365 Specialist
                 ├─ Modern Workplace Specialist
                 └─ Project Manager
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Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
Project Management	• Responsible for planning, management, resource allocation and delivery of digital project(s) according to agreed project specification • Perform all project tasks within allocated timeframe to specified standard, within budget • Assist Head of Digital Technologies and Digital Delivery Lead with management of other organisations' input and output (e.g. collaborators and subcontractors) to ensure quality project delivery • Provide proactive support to the Digital Delivery Lead in strategic planning, decision-making, resource allocations, and team leadership activities • Assist team with allocation of required tasks and contribute to team motivation within assigned project(s) • Coordinate deployment and support of implemented software solutions. • Work with the Digital Cyber Security team to identify, mitigate, and remediate security vulnerabilities within delivered solutions. • Impart knowledge to other team members
Project Reporting	• Report against project plans and budget to Project Portfolio Office, as required by DairyNZ and/or external funding agencies • Monitor and review the performance of projects, working with the relevant stakeholders to ensure projects stay on track, meet milestones and achieve to plan • Identify issues early and work with the relevant stakeholders to resolve them
Digital Knowledge	• Maintain a solid knowledge and awareness of digital industry and technology changes. • Identify opportunities for digital solutions that provide business value to DairyNZ. • Actively contributes to technology roadmaps and new initiatives that aid/enhance the functions of other roles in the Digital Technologies team.

	• Active contributor to the team's knowledge share.
How We Work	• Support DairyNZ values and principles: Courage, Credibility, Connectedness and Curiosity. • Understand and adhere to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Actively support and encourage continuous improvement to drive our organisation forward. • Strive to provide a safe and healthy workplace. • Role model industry safe working practices. • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures. • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. • Comply with legislative requirements and relevant standards.

Key relationships

Internal	External
Head of Digital Technologies	Digital and IT service providers and partners e.g. Fusion5, Datacom, etc.
General Managers and other Managers across DairyNZ	Vendors e.g. Rezare Systems - Map of Ag NZ, Tribal (DDB NZ), etc.
Digital Technologies team leads, members, and contractors	Industry Partners e.g. Milk Processors
DairyNZ teams e.g. Economics (incl. DairyBase), Data Science and Modelling teams, etc.	
DairyNZ staff (system users)	

Qualifications and experience

Essential	Preferred
A tertiary qualification in ICT or a Management related field	3-5 years' experience in a similar or related role.
A minimum of 3 years' experience in a similar or related role	Experience in the ITIL methodology.
Formal qualification in a project management methodology e.g. PRINCE2, Agile, etc.	Strong Microsoft Office skills – particularly Excel, Project and Word.
A high level of technical expertise in project management	
Well-honed analytical and reasoning skills	
Ability to manage competing priorities	
Strong ability to build and maintain high quality, effective working relationships with stakeholders	
Proven ability to deliver quality project outcomes	
Excellent written skills; report writing, project documentation etc.	
A high level of technical expertise in project management	

Job specific & technical competencies

Category	Descriptor/Evidence
Expertise	Practical and theoretical specialist expertise based in foundation of factual evidence and industry best practice. Takes responsibility for increasing expertise and keeping up to date with industry changes and technical knowledge.
Adaptable	Adapts behaviour, approach, and own capabilities to match the shifting demands of stakeholders, problems, and situations.
Results Driven	Results-orientated, prioritizing work and identifying in advance when intended results may not be achieved; can develop and implement a plan to address both gaps and opportunities.
Communication	Articulates ideas and intentions clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
Time Management	Uses time effectively and efficiently; values time; concentrates efforts on more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Planning	Able to work mostly unsupervised, with direction as needed. Actively plans to deliver tasks and project activity to milestones/deadlines, anticipates and adjusts for problems and roadblocks.
Learning on the Fly	Learns quickly when facing new problems; open to change; analyses both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; willingness to ask for help or advice when needed.

Career level competencies – Specialist

Competency	Descriptor/Evidence
PROBLEM SOLVING	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
INTELLECTUAL HORSEPOWER	Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable, and agile.
INTERPERSONAL SAVVY	Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
TIMELY DECISION MAKING	Makes decisions in a timely manner, sometimes with incomplete information under tight deadlines and pressure; able to make a quick decision.