

## Role Description

Title	Senior Project Manager
Manager Title	Programme Manager
Directorate and Group	EPMO; Organisation Support
Band	F: RR5
Date	December 2025
Approved By	Director, Business Services

### Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, 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.

### About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

### Role purpose

The purpose of this role is to lead, manage, and successfully deliver complex, large, and strategically significant project(s) within the Projects Delivery Practice in the Enterprise Portfolio Management Office (EPMO).

### General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

## Accountabilities

Accountability	This includes....
Project establishment	<p>Capture quantitative and qualitative information to inform business case development</p> <p>Connect project outcomes to strategic goals</p> <p>Identify and document quantifiable and non-quantifiable benefits to justify the investment</p> <p>Provide context for disbenefits</p> <p>Create a clear, coherent, and robust business case(s)</p> <p>Scope project(s), define parameters and phases, resource requirements and budget</p> <p>Ensure risks, issues and contingencies are identified with management strategies in place, and are factored into the scope, budget and timeline</p>
Project management	<p>Lead development of work schedule(s) to support workstream leads to deliver to scope, time, quality, and cost</p> <p>Create and maintain project plans, schedules, registers and reports</p> <p>Identify resourcing requirements and manage procurement of contracts for suppliers of goods and services</p> <p>Identify dependencies and ensure they are effectively managed</p> <p>Effectively manage risks and issues</p> <p>Prepare the budget, monitor and report on expenditure and variance</p> <p>Manage changes to project parameters e.g. scope, budget, schedules</p> <p>Manage project communication to partners and stakeholders</p> <p>Provide regular project reports as agreed with manager and project governance</p> <p>Lead and reviews to ensure benefits are realised and learnings are recorded and utilised</p> <p>Where appropriate, hand over project products for business-as-usual management</p>
People leadership and management	<p>Lead and support employees to ensure a high performing and capable team</p> <p>Set expectations with staff including clear definitions of success, providing constructive and robust feedback</p> <p>Support the creation of an inclusive culture, encouraging the team to draw upon diverse strengths and perspectives</p> <p>Support the learning and development of the team to ensure identified capability requirements are met</p> <p>Direct and support team members to collaborate</p> <p>Manage the performance of your team in a way that inspires trust, respect and continuous improvement in performance</p>

Accountability	This includes...
	<p>Plan and manage to ensure the right capability for the team including succession, recruitment, and development opportunities</p> <p>Ensure effective procurement and management of third-party suppliers</p>
Collaboration and relationship management	<p>Support development of partnership opportunities as required for the project</p> <p>Build and maintain collaborative relationships internally and externally to achieve project outcomes</p> <p>Actively connect and coordinate with workstream leads</p> <p>Monitor relationships and resolve critical issues promptly</p> <p>Contribute positively to a high performing, engaged team</p> <p>Effectively manage stakeholder relationships throughout the life of the project</p>
Treaty partnership	<p>Ensure DOC operates as an honourable Treaty Partner by identifying the impact of the work on Māori and building awareness in the team</p> <p>Establish networks with iwi and Māori who are interested/impacted in the work</p> <p>Identify appropriate methods for engaging and leading engagement processes</p> <p>Ensure co-design with Māori is undertaken when required</p>
Work management and delivery	<p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Manage the project work effectively by:</p> <ul style="list-style-type: none"> <li>• Planning, monitoring, and reporting on work</li> <li>• Managing resources <b>and processes effectively</b></li> <li>• Managing the programme budgets</li> </ul> <p>Identify critical issues and risks, ensure they are constructively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p>
Stakeholder relationships	<p>Engage with external stakeholders to share information, build relationships, and identify critical issues and opportunities</p> <p>Provide regular updates on key outcomes and undertakings for internal and external audiences</p> <p>Participate in engagement and feedback activities and ensure feedback is incorporated into the team's work</p> <p>Identify critical issues and opportunities where feedback and/or engagement is required to proceed</p>

## Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Professional qualification e.g. Prince 2 Practitioner, PMP or equivalent desirable</p> <p>Skilled as a project manager of large projects in a complex and dynamic environment</p> <p>Skilled in using a range of project management approaches e.g. agile and waterfall</p> <p>Comprehensive understanding of the DOC project management framework</p> <p>Sound systems thinking and business case development expertise</p> <p>Skilled in developing relationships, communicating and liaising with senior managers, partners, internal and external stakeholders</p> <p>Outstanding interpersonal and presentation skills</p> <p>Strong written and negotiation skills</p> <p>Proficient user of MS Office tools and MS Project</p>
People leadership	<p>Leads and manages using effective role modelling, delegation, and performance management skills</p> <p>Leads by example, guiding people to be disciplined and considered</p> <p>Understands the impact of own actions</p> <p>Sets clear objectives and expectations</p> <p>Monitors and strengthens project team cohesion and performance</p> <p>Coaching and mentoring skills</p> <p>Motivates and inspires others</p>
Collaboration and organisation leadership	<p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p> <p>Proactively informs, and provides frank advice on sensitive issues</p> <p>Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies</p> <p>Communicates clearly and with impact, and inspires, motivates, and influences</p> <p>Fosters culture of innovation, drives system and process improvements</p> <p>Leads cross-functional work across DOC and contributes to wider organisational outcomes</p>
Delivering results	<p>Plans and organises work to achieve required deadlines</p> <p>Manages and delivers diverse work priorities, effectively allocating time and resources</p> <p>Manages risk effectively through appropriate identification, categorisation, and evaluation and or mitigation</p>

Capabilities Required	
	<p>Integrates wide ranging information to support effective decision making</p> <p>Seeks different perspectives to check for and mitigate unconscious bias</p>
Treaty Partnership	<p>Understands the impact DOC and the wider public sector/government has on the Māori-Crown relationship</p> <p>Understands the obligations of the Crown under the Treaty of Waitangi as this relates to own area of work</p> <p>Aware of the differences between Māori and non-Māori world views and how to access more knowledge</p> <p>Understands how Treaty settlement commitments impact area of responsibility</p> <p>A sound understanding of te ao Māori, te reo me ngā tikanga Māori</p>
Relationship management, interpersonal and communication skills	<p>Works cooperatively and collaboratively with others across DOC; builds relationships with external stakeholders and partners</p> <p>Connects with others, builds trust and listens</p> <p>Shares information proactively and seeks to support others</p> <p>Communicates clearly and sensitively with a wide range of audiences</p> <p>Gains active participation and/or support for initiatives, from senior leaders, staff, and other senior stakeholders</p>

### Key working relationships

Internal	External
<p>Peers and colleagues</p> <p>Project teams</p> <p>Project Governance Group</p> <p>Senior Managers</p> <p>Delivery business partners particularly:</p> <ul style="list-style-type: none"> <li>- Strategic Finance</li> <li>- Integrated planning and reporting</li> <li>- Procurement services</li> <li>- Asset management</li> </ul>	<p>Whānau, hapū, iwi</p> <p>Stakeholders and partners</p> <p>Consultants and contractors</p>

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).