

Role Description

Position Details	
Position Title	Project Manager, Infrastructure
Manager's Title	Asset Delivery Manager
Manager Once Removed	Director Asset Management
Directorate	Asset Management
Band	F
Date	September 2023
Approved by	Deputy Director-General, Organisation Support

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) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Purpose of the role

Lead, manage and successfully deliver infrastructure project(s).

Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities
Project Planning and Management	Scope project(s), define parameters and phases Manage and deliver projects to agreed scope, time, budget and quality standards Lead development of a work schedules to support workstream leads to deliver within the agreed scope, on time, expected quality and cost Create and maintain project plans, schedules, registers, and reports Identify and manage project resourcing Identify dependencies, risks and issues and ensure they are effectively managed Prepare the project budget, monitor, and report on expenditure and variance Manage changes to project parameters e.g. scope, budget, schedules taking into consideration benefits and risks Identify and develop partnership opportunities as required for the project
Communication, Review and Close Out	Manage project communication to partners and stakeholders Provide regular project reports as agreed with manager and project governance Lead reviews to ensure benefits are realised and learnings are recorded and utilised Where appropriate, hand over project outcomes for business-as-usual management
Project Team Leadership	Direct and motivate project teams to achieve desired results Appropriately assign tasks, set expectations, and monitor performance Support the learning and development of the project teams (individually and collectively) Foster an inclusive workplace culture and a diverse workforce Lead in a way that inspires trust, respect

Accountability areas	Activities
	Ensure effective procurement and management of third-party suppliers Raise team performance issues with the Manager
Collaboration	Build and maintain collaborative relationships internally and externally to achieve project outcomes Have effective relationships with and work collaboratively alongside whānau, hapū and iwi Actively connect and coordinate with workstream leads Monitor relationships and resolve critical issues promptly Contributing positively to a high performing, engaged team
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments Identify critical issues and risks and ensure they are constructively raised and addressed Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Take all practical steps to ensure your own safety and the safety of others in the workplace
Stakeholder and Customer Engagement	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC and coordinate cross-agency initiatives within own area of responsibility

Capabilities Required	
Specialist skills, knowledge, and qualifications	Minimum of 3+ years' experience leading capital works projects Minimum of 5+ years' experience and a thorough knowledge of project management practices and principles Practitioner qualification and skills in project management, e.g. Prince 2 or PMP Experience with delivery of projects that require Regulatory Approval including e.g. Building Consent, Engineering Plan Approval, and Resource Consent, Heritage/Archaeological permits and conservation authorisations Skilled in project management in a complex and changing environment, translating analysis into practical implementation, skilled in using a range of project management approaches e.g. agile and waterfall

Capabilities Required	
	Competent at undertaking business analysis, prioritising work, financial planning, budgetary management and using resources efficiently and effectively to deliver desired project outputs Experience in project controls, including quality, schedule, and budget Leads people and manages resources effectively without line authority Able to take evidence and data around complex issues, and turn it into and present insightful advice Proficient user of MS Office tools and MS Project Experience in procurement and contract management including different contracting delivery models and New Zealand forms of contract Ability to review and prepare written reports, and to communicate effectively verbally and in writing Current full driving licence Desirable: Degree qualified in engineering, architecture or construction project management or a similar qualification Familiarity with Treasury's Better Business Cases framework Experience working within government accountability frameworks
Collaboration, relationship building, communication and interpersonal skills	Ability in developing relationships, communicating and liaising with senior managers, partners, internal and external stakeholders Strong negotiation and conflict resolution skills Recognises importance of seeking other perspectives Works effectively with peers to solve problems, gains trust easily and provides support Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Strong record of delivering results and innovation in a high public profile environment

Capabilities Required	
	Disciplined approach to working under pressure with competing priorities, plans and organises work and delivers on objectives Ability to think strategically and understand interdependencies Ability to identify risks and to implement effective risk management Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

Key Working Relationships

External

- Whānau, Hapū, Iwi
- Stakeholders and partners
- Consultants and contractors

Internal

- Peers and colleagues
- Project teams
- Project Governance Groups
- Senior Managers
- Regional Operations Directors and Managers the project will be handed over to
- Heritage and Visitors Unit
- Legal and Finance Units
- Enterprise Portfolio Management Office (EPMO)
- Procurement

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).