

Role Description

Title	Principal Portfolio Management Advisor
Manager Title	Portfolio Manager
Directorate and Group	Organisation Support, EPMO & Change
Band	Tier 5, Band G
Date	July 2026
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) 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

This purpose of this role is to act as DOC's enterprise subject matter authority for portfolio, programme and investment management. This role provides strategic leadership, investment assurance and expert advice across the Department's investment portfolio. It leads benefits realisation practice, strategic oversight and delivery assurance for complex projects and programmes across the Department.

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. This could include adjustment of the allocation of portfolios and responsibilities among members of the leadership team from time to time.

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

Key Accountabilities

Accountability	This includes....
End to end support for projects, programmes and portfolios	Setting standards and leading organisational practice through being a trusted partner to project and programme delivery teams across the full delivery lifecycle Supporting delivery teams to prepare go-to-green plans and providing advice on issues where projects and programmes are off-track. Monitoring and identifying failing projects, approve intervention approach and provide recovery expertise Enabling effective use of EPMO frameworks, tools and templates, and guiding on best practice application whilst being pragmatic Coaching and enabling capability improvement across delivery, including sponsors and SROs Supporting the training and capability framework for project and programme delivery staff
Benefits management	Leading the organisational Benefits Management Framework and driving benefits realisation across the Department's investment portfolio. Ensuring programme and project benefits management, planning and monitoring is in place and effective Having hands-on and high-level benefits management leadership (i.e. leading benefits workshops, benefit management training)
Project, programme and portfolio assurance	Providing assurance to executive leadership regarding strategic benefits delivery and investment value. Designing and overseeing assurance systems in order to provide confidence to senior leadership that projects and programmes comply with Project Management Framework (PMF) and Programme Management Framework (PgMF) standards. This includes leading quality assurance activities, such as: - o Developing and maintaining QA criteria, reviewer, and sign-off processes to ensure EPMO support enables high quality delivery - o Conducting quality reviews of programmes and projects across various project artefacts

Accountability	This includes....
	Through assurance activity help identify possible issues, highlight risks, and provide advice on implementation of solutions, or escalate where needed Working collaboratively with others to help senior leadership understand strategic alignment of the investment portfolio, and provide advice and recommendations. Providing advice and support for IQA's of project and programmes Reviewing and maintaining the lesson learned approach for Department
Functional leadership	Leading the development of strategic alignment and prioritisation frameworks, to support portfolio decision making. Providing authoritative advice on high-risk, high-value and strategically significant investments, and enterprise leadership for investment management maturity Providing thought leadership and expert guidance across the Department Providing authoritative advice on Treasury and other Government requirements related to investment management and shaping the Departments frameworks to reflect this Monitoring associated policies / guidelines and recommending changes to comply with regulations and best practice Responsible, together with colleagues in the team, for the development, maintenance and continuous improvement of DOC's Project Management Framework (PMF) and Programme Management Framework (PgMF) templates and guidance to ensure they are current, effective, and aligned to organisational needs. Supporting delivery teams to use EPMO frameworks and tools, and ensuring all projects and programmes are supported to deliver the Department's required outcomes. This includes developing induction guides & undertaking practice onboarding with colleagues in the team. Supporting a culture of continuous improvements where teams are learning from themselves and others' experiences and providing guidance Maintaining awareness of current and emerging trends to ensure services remains fit for purpose
Supporting Directorate outcomes	Contributing to the setting of team or directorate priorities, ensuring alignment of activities and resources Supporting the Director and Managers with specialist knowledge and expertise
Stakeholder relationships	Actively seeking feedback from customers and other stakeholders in order to find opportunities for improvement, and adapting services to best meet customer and organisational needs Engaging with stakeholders to share information, build relationships, and identify critical issues and opportunities. Providing regular updates on key outcomes and undertakings

Accountability	This includes....
Work management and delivery	Delivering on tasks as set out in work plans, performance expectations, and task assignments Identifying critical issues and risks and ensure they are constructively raised and addressed Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others in the workplace

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	Extensive (10-12+ years) experience delivering complex projects and programmes across business transformation, digital, and infrastructure environments Qualifications in recognised project and programme methodologies (e.g. PRINCE2, MSP), with experience using waterfall, agile, and hybrid delivery approaches Comprehensive knowledge of project and programme management principles, with significant practical experience in complex delivery environments Strong strategic capability, including portfolio management, benefits frameworks and measurement, business case development, and prioritisation tools Experience working within an Enterprise Portfolio Management Office, including quality assurance reviews and supporting project recovery High level of analytical capability, including interpreting, integrating, and presenting complex information to support effective decision-making. Advanced capability in scheduling, monitoring, risk management, and use of delivery tools Strong understanding of Treasury processes, including Better Business Cases and Gateway, and the machinery of government and public sector operating context Skilled in the development of portfolio strategy alignment and prioritisation tools Maintains in-depth knowledge of external best practice and emerging trends in project, programme, assurance, risk, stakeholder, and benefits management. Training and Assessment skills Learning and Development / Coaching and enabling capability
Treaty partnership	Understands the impact DOC and the wider public sector and government has on the Māori-Crown relationship Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge

Capabilities Required	
	Understands how Treaty settlement commitments impact area of responsibility A sound understanding of te ao Māori, te reo me ngā tikanga Māori
Collaboration and organisation leadership	Leads and contributes specialist expertise to cross-functional initiatives at senior and principal levels to influence organisational outcomes Demonstrates and fosters collaboration across teams and disciplines, including facilitating problem-solving across diverse levels of experience Coaches, influences, and supports project and programme leaders to lift capability and delivery performance Understands departmental strategy and how the role contributes to achieving organisational objectives Leads cross-functional work and contributes to wider organisational outcomes Seeks different perspectives to inform thinking and mitigate unconscious bias
Delivering results	Plans, prioritises, and organises work effectively to meet deadlines and deliver on agreed priorities across diverse programmes of work Integrates wide-ranging information to support sound decision-making and proactively manages risk through identification, assessment, and mitigation. Manages time and resources effectively to deliver high-quality outcomes in complex, cross-functional environments Maintains high personal and professional standards, accuracy, and accountability in all outputs Fosters a culture of innovation and continuous improvement, driving system and process enhancements and contributing to wider organisational outcomes
Relationship management, interpersonal and communication skills	Communicates clearly, credibly and sensitively, both verbally and in writing, tailoring messages to diverse audiences and complex contexts Provides frank, well-reasoned advice on complex or sensitive issues to senior leaders and stakeholders Builds and maintains strong relationships with senior managers, partners and internal and external stakeholders, gaining support for initiatives Influences, motivates and coaches others, including project, programme and delivery leadership, to uplift capability and performance Builds trust through listening and proactively sharing information to support others

Key working relationships

Internal	External
Project managers, programme managers and delivery teams Governance members, SROs and Sponsors Senior leaders across the Department Delivery business partners, particularly: - Strategic Finance - Procurement - Asset Management - Information Systems and Services - Change Management Wider EPMO & Change directorate Monitoring and Insights Business Assurance Strategy and Performance	Whānau, Hapū, Iwi Stakeholders and partners Treasury's Investment Management System Team Infrastructure Commission Agencies involved in projects & programmes Other agencies with an EPMO function

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).