

Role Description

| Role Details | |
|-----------------------|--|
| Title | Project Manager |
| Manager Title | Digital Transformation Manager |
| Directorate and Group | Information Services and Systems (ISS); Organisation Support |
| Band | F |
| Date | September 2023 |
| Approved By | Chief Information Officer |

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 whitake 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.

Role purpose

The purpose of this role is to lead, manage and successfully deliver projects.

Key working relationships

| Internal | External |
|--------------------------|-----------------------------|
| Peers and colleagues | Stakeholders and partners |
| Project team | Consultants and contractors |
| Project Governance Group | |
| Senior Managers | |

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.... |
|-------------------------------------|---|
| ICT Project planning and management | <p>Scope project(s), define parameters and phases</p> <p>Lead development of a work schedules to support workstream leads to deliver within the agreed scope, on time, expected quality and cost</p> <p>Create and maintain project plans, schedules, registers, and reports</p> <p>Identify and manage project resourcing</p> <p>Identify dependencies, risks and issues and ensure they are effectively managed</p> <p>Prepare the project budget, monitor, and report on expenditure and variance</p> <p>Manage changes to project parameters e.g. scope, budget, schedules, benefits, and risks</p> <p>Manage the project in accordance with DOC's project management framework</p> <p>Identify and develop partnership opportunities as required for the project</p> |
| Communication, review and close out | <p>Manage project communication to partners and stakeholders</p> <p>Provide regular project reports as agreed with manager and project governance</p> <p>Lead reviews to ensure benefits are realised and learnings are recorded and utilised</p> |

| Accountability | This includes.... |
|---|---|
| | Where appropriate, hand over project outcomes for business-as-usual management |
| Project team leadership | <p>Direct and motivate the project team to achieve desired results</p> <p>Appropriately assign tasks, set expectations, and monitor performance</p> <p>Support the learning of the project team (individually and collectively)</p> <p>Foster an inclusive workplace culture and support a diverse workforce</p> <p>Lead the team in a way that inspires trust, respect</p> <p>Ensure effective procurement and management of third-party suppliers</p> <p>Raise team performance issues with the Manager</p> |
| Build and maintain effective stakeholder and customer relationships | <p>Build and maintain collaborative relationships internally and externally to achieve project outcomes</p> <p>Work collaboratively with teams across DOC and contribute effectively to cross-functional teams</p> <p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within area of responsibility</p> |
| Work management and delivery | <p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identify critical issues and risks and 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> |

Capability

| Capabilities Required | |
|--|--|
| Specialist skills, knowledge, and qualifications | <p>Practitioner qualification and skills in project management, e.g. Prince 2 or PMP</p> <p>Skilled in managing ICT projects</p> |

| Capabilities Required | |
|--|---|
| | <p>Skilled in project management in a complex and changing environment, translating analysis into practical implementation</p> <p>Skilled in using a range of project management approaches e.g. agile and waterfall</p> <p>Able to lead people and manage resources effectively with or without line authority</p> <p>Skilled in developing relationships, communicating and liaising with senior managers, partners, internal and external stakeholders</p> <p>Outstanding interpersonal, presentation, writing and negotiation skills</p> <p>Able to take evidence and data around complex issues, and turn it into and present insightful advice</p> <p>Proficient user of MS Office tools and MS Project</p> |
| Collaboration, relationship building, communication and interpersonal skills | <p>Interacts productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Works effectively with peers to solve problems, gains trust easily and provides support</p> <p>Demonstrates and fosters collaboration across teams</p> |
| Organisation contribution | <p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational or wider context of own role</p> |
| Delivering results | <p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p> |
| Treaty Partnership | <p>Understands where the Māori Crown relationship is important to DOC</p> <p>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</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).