# Ministry of Social Development logo

# Senior Project Manager

##  Māori, Communities and Partnerships

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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.

## The outcomes we want to achieve

|  |  |  |
| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

|  |  |
| --- | --- |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

The Senior Project Manager works closely with the Safe, Strong Families and Communities (SSFC) team to ensure projects are delivered successfully through:

* leading and applying expert knowledge, skills, tools and techniques to meet or exceed the stakeholder needs and expectations
* ensuring timeframes are kept, quality outcomes achieved, budgets are managed and related impacts across other business units are managed effectively.
* engaging at a strategic level with key stakeholders to ensure the project is aligned to the desired outcomes.

This position will provide support, advice, coaching and mentoring to staff within the team to help increase our capability in delivering successful projects within MCP.

### Location

National Office

### Reports to

Programme Manager, SSFC

## Key responsibilities

### Project Management

* Lead, oversee, develop and implement specific project plans, business cases, implementation plans, and evaluation and monitoring regimes as required.
* Ensure project management services are delivered in a timely and professional manner.
* Manage the implementation of initiatives by supporting the project planning process.
* Assist the Programme Manager and Business Owners to manage any project budget or project staff recruited to assist with the achievement of the deliverables.
* Ensure MSD and MCP governance processes are followed.

### Stakeholder Management

* Ensure all stakeholders affected by the change are identified and consulted as appropriate.
* Establish and maintain professional relationships with internal and external stakeholders with effective communication methods.
* Convene and attend meetings with senior managers and stakeholders to address specific issues.
* Actively manage stakeholder expectations and maintain timelines of delivery.

### Project Planning

* Define and where appropriate implement key programme management standards, guidelines, processes, roles and responsibilities (e.g. risk management, planning, estimating, progress tracking, documentation, documentation controls etc.) in conjunction with the appropriate departments; e.g. Risk and Assurance, Finance etc.
* Co-ordinate regular internal and external project reporting.
* Provide central co-ordination for the processes and repository for all programme documentation/ manuals etc through the Ministry systems such as EDRMS.
* Contribute to the development, management and publication of all project documentation and any other plans as required (including schedules).
* Implement continuous improvement methodologies for all processes, standards etc.

###  Risk and Issues Management

* Provide effective and efficient processes for actively identifying, screening, prioritising and resolving project risks/ issues.
* Keep the Programme Manager informed of any risks/issues and strategies in place to mitigate.
* Escalate risks and issues to the senior management team as appropriate.

### Reporting and Accountability

* Provide information and advice as required, to enable internal and external reporting (including to Ministers).
* Provide information as required for the purposes of accountability reporting.
* Monitor and report on the progress of projects at regular intervals throughout the life of the project.

### Finance

* Support the Programme Manager and Business Owner to manage approved project budget in accordance Public Finance Act and the Ministry financial management policies and systems.

### Advice and Support

* Provide effective support to the Programme Manager and Business Owner.
* Provide expert project management advice and support to Steering and Governance Groups regarding project progress and outcomes.
* Provides advice/support to managers of project team members.

### Coaching and mentoring

* Provide advice guidance and support to other project team members.
* Review others work to produce a consistent quality document / outcome.
* Facilitate information sharing sessions to share knowledge and techniques.
* Be proactive and pass on project management skills and knowledge to other project team members.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Extensive experience in a project/change management role, ideally within the public service arena
* Proven experience in managing a range of projects, with social/community sector experience an advantage.
* Hands on knowledge and experiences with multiple Project Management methodologies and how to use Better Business Case principles
* Experience managing multiple complex projects in parallel, with successful outcomes realised
* Proven decision-making experience and leadership demonstrated in co-ordinating and integrating projects
* Demonstrated ability to see the "big picture" and understand the strategic context of projects
* Contract/SLA Management experience
* Ability to use office software packages, such as word processor, spread sheets, project planning etc
* Government experience including Better Business Case development is desirable
* Demonstrated ability to understand financial data and information, cost out all options and support recommendations with quantitative data

## Attributes

* Maintains effective communication with relevant key stakeholders to ensure that the best information is available to support decision making on Project related issues
* Demonstrated ability to see the "big picture" and understand the strategic context of projects
* Demonstrated ability to understand financial data and information, cost out all options and support recommendations with quantitative data
* Strong analytical, conceptual and strategic thinking ability
* Skills and techniques to influence others whom you have no formal authority over
* Working with key stakeholders throughout the project lifecycle, ensuring a common approach is adopted and tailored and good practice is distilled and shared
* Maintains up to date industry knowledge and experience
* Excellent communication, self-management and interpersonal skills and excellent documentation skills
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected
* Recognises and understand the circumstances and issues facing Maori in the communities the Ministry works with

## Key relationships

### Internal

* General Manager Safe, Strong Families and Communities
* Programme Manager, Safe, Strong Families and Communities
* Managers, Team Leaders and teams within Safe, Strong Families and Communities
* Māori, Communities and Partnerships management and staff
* Senior Managers and staff in Service Delivery (SD) and MSD

### External

* Other Government Departments/Agencies as appropriate
* Non-Government Organisations/Community Organisations
* Project specific focus groups
* The Ministers Office

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports – No

### Security clearance – No

### Children’s worker – No

Limited adhoc travel may be required