Whakaaturanga Mahi - Job description

Job details	
Job title:	Project Manager
Reports to:	Delivery Manager
Direct reports:	nil
Role:	1.0 FTE
Key relationships:	
Internal:	Innovation and Technology Delivery Managers
	Project governance
	Business managers
	IT Team and Business subject matter experts
External:	IT service vendors
Location:	Palmerston North

Ko wai mātou - Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (DSS) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou - What matters to us most

At Enable New Zealand, we care about making a difference to disabled people and working together as a team.

He aha te mahi - Role purpose

To provide management to Enable New Zealand's technology and business projects. Reporting to the Delivery Manager, the Project Manager's core role is to define, scope, manage and deliver project outcomes using project methodologies, processes and templates defined by the project management office.

Ngā mahi haepapa - Role responsibilities

Key objectives	Responsibilities

Planning and delivery of projects within budget, time, scope constraints to agreed levels of quality.	• Manage the pre-project stage, including definition of scope (Project Concept/Brief), creation of proposed business processes, business requirements, and a solution concept.
	• Define the procurement approach for technology solutions.
	• Create a Business Case and present this to ELT for approval for the project to start.
	• Manage project budgets.
	  − project estimation,
	  − management of allocated project budgets
	  − Monthly forecasts and reconciliations
	• Manage the project team and project schedule of activities.
	• Delivery of status report and options papers as required.
	• Effective management of risks and dependencies.
	• Deliver the expected project outcomes.
	• Ensure smooth transition of any new or updated technology services into business as usual (BAU) including the Organisational Change Management aspects to ensure a positive colleague (end user) experience.
	  − Create a Transition Plan which outlines how the project will close and handover any activities not completed by the Project to BAU business units.
	  − Maintains a strong focus on objectives and focuses others on targets and business objectives.
	  − Finds ways to overcome barriers to outcomes.
	  − Develops systems and procedures to ensure effective running of business unit.
	• Manage a Post Implementation Review activity and create a Lessons Learned Report.
	• Create the Project Close Report and present this to the Steering Committee for approval for the project to close.

Lead the project team	• Fosters an open, collaborative, and innovative team environment. • Holds self-accountable and holds people accountable for driving outcomes and resolving issues. • Accepts responsibility for achieving shared goals and encourages and supports colleagues to achieve goals. • Promotes cooperation and trust within the team. • Builds respect for diversity of thinking. • Works cooperatively with people across the entire business to achieve the best outcomes for the organisation as a whole.

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Key objectives	Responsibilities
	• Contributes to a working environment that encourages team members to be engaged with their roles, whilst delivering the maximum contribution to the company's objectives • Develops a network of colleagues and peers throughout the business and with the Project/programme to assist in influencing the process of change
Stakeholder Management	• Build effective working relationships with project stakeholders. • Align business and technology stakeholders around objectives, priorities and approach of assigned project. • Guide key stakeholders to enable informed decision making. • Set stakeholder expectations on lead times and dependencies. • Negotiate issues and conflicts as needed. • Communicates effectively with customers and stakeholders, providing a high level of customer service. • Develops and communicates to relevant audiences using advanced presentation skills.
Health, Safety, and Wellbeing *Apply knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation*	• Drives compliance with all policies and procedures as they affect the work environment. • Ensure that safe working procedures are practised, and no person is endangered through action or inaction. • Aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. • Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. • Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.
Te Tiriti o Waitangi and Equity	• Apply knowledge of and commitment to the principles of Te Tiriti o Waitangi, specifically in the delivery of health and disability services in Aotearoa, to all work practices. • Consider and apply equity in all aspects of the role. • Attend appropriate Te Tiriti o Waitangi education.

Ngā āheitanga matua - Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

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Qualifications and Experience

Essential
- Project management certification
- At least three (3) years working in projects.
- Proven experience of the full lifecycle management of complex integration, migration and technology decommissioning projects with a large organisational change management impact
- Excellent vendor and relationship management skills

Desirable
- Familiar with SDLC, Prince2, Agile or other leading project delivery methodologies
- Working knowledge of Microsoft D365 Financial Operations and related ISV solutions.
- Working knowledge of Microsoft D365 CRM solution.
- Working knowledge of Zoho Creator solutions.
- A Tertiary IT Qualification.
- Agile Foundation Certification.
- ITIL Service Management Foundation Certification.
- Experience of procurement, processes, and contract reviews.

Skills and Attributes

- Manage staff and contractors
- Excellent interpersonal skills; communication, negotiation, time management and organisational
- Strong team player
- Manage stakeholders relationships and expectations
- Manage vendors
- Manage projects using formal project management methodologies through all phases of the systems development life cycle
- Identify and manage business risks and issues
- Management of project budgets up to $1 million
- Develop and present business cases to a variety of audiences
- Good proficiency with Microsoft Office applications suite, Visio and Project
- Professional work ethic at all times
- Professional written and oral communications at all times
- Professional appearance at all times
- Have the ability to:
  - Identify and mitigate business risks
  - Work in a team environment and sole charge as necessary
  - Accept full responsibility for a task, and see tasks through to completion
  - Plan and manage time
  - Be organised, schedule work and communicate in a timely manner
  - Work with honesty and integrity
  - Be reliable
  - Use initiative and be proactive
  - Have attention to detail
  - Troubleshooting thinking.

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Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.