Kaiwhakahaere Kaupapa Matua | Senior Project Manager

Nga mahi o te tari kāwanatanga | 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.

You can find out more about what this means at (https://www.publicservice.govt.nz/about-us)

Mō Tatauranga Aotearoa | About Stats NZ

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are committed to upholding the spirit and essence of Te Tiriti o Waitangi. This means ensuring your work supports the provisions and principles of Te Tiriti o Waitangi, highlighting and acting on any breaches. By embracing and uplifting te reo Māori, tikanga practices and te ao Māori at work you are contributing to the Crowns commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.

Mō te tūnga | Role Purpose

In your role as Senior Project Manager, you will work collaboratively with business stakeholders, and internal and external suppliers to implement changes that contribute to Stats NZ's strategic direction. You will be responsible for the successful end-to-end delivery of complex projects, within the agreed tolerances and ensure that projects are successfully monitored, documented, tracked, and reported on, in accordance with our project management framework.

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
Business Acumen	• **Business understanding** - awareness of how Stats NZ operates, its strategy and priorities. This includes an informed perspective of strategic plans, processes, standards, risks, and wider organisation stakeholders, and ensuring project outcomes contribute to the organisation's strategic direction – focusing on what matters. • **Enterprise thinking** - the ability to anticipate how decisions may affect other parts of the organisation, sharing insights and conclusions appropriately. • **Strategic thinking** - considering opportunities or threats and working to communicate these, understanding the inter-connections and dependencies of decisions and initiatives. Identify and articulate links between delivery of initiatives and strategy, ensuring these are maintained during project delivery. • **Project environment** – Knowledge and experience in the application of appropriate project management methodologies, tools, and techniques (for instance waterfall and agile ceremonies and principles to manage delivery). Understanding of the principles of product development and their application.
	SFIA Level required: **Ensure** *Works under broad direction. Work is often self-initiated. Influence's organisation, customers, suppliers, partners, and peers. Engages and coordinates with subject matter experts to resolve complex issues as they relate to customer / organisational requirements. Demonstrates leadership. Shares own knowledge and experience and encourages learning and growth. Advises on available standards, methods, tools, applications, and processes relevant. Is fully familiar with recognised industry bodies of knowledge both generic and specific.*
Project Planning	• **Planning** - work with stakeholders to define objectives, timelines, deliverables, implementation options, risks, resource requirements, and forecasting. Produce comprehensive Project and Change Management plans, and seek feedback from stakeholders to achieve understanding and buy-in. Lead re-planning and change management activities, assessing the impact on agreed tolerances and escalate to project governance as necessary.

	• **Business casing** - the ability to develop internal Business Cases based on Treasury standards and guidelines, and lead Benefit identification work.
	SFIA Level required: **Initiate** *Initiates influential relationships with internal and external customers, suppliers, partners and at a senior management level. Performs highly complex work covering technical and quality aspects. Understands impacts of decisions on the broader business and wider customer /organisation. Balances the requirements of proposals with the broader needs of the organisation. Demonstrates leadership. Has developed business knowledge of the activities and practices of own organisation and those of suppliers, and partners.*
Project Delivery	• **Manage time, cost, quality and scope** - monitor and proactively manage project delivery within scope, time, cost, and quality constraints, to deliver fit for purpose, cost effective outcomes for the organisation. Track costs against budget and provide comprehensive forecasting. • **Risk and issues management** - using the Stats EPO Risk Management framework, work with stakeholders to produce a risk management plan. Proactively manage and report on risks and issues and escalate as necessary. • **Reporting and governance** - complete project status reports using prescribed tools (currently i-Lign). Report regularly to the project board and proactively manage expectations. Write succinct and timely submission papers (Change Requests, Options papers etc) to Executive Leadership level governance and present as required. • **Dependency Management** - understanding, and proactive management of constraints and dependencies affecting the project. • **Procurement and management of contract delivery** - Work with Stats procurement specialists to onboard external providers. Manage vendor relationships and delivery in line with contractual obligations and project needs.
	SFIA Level required: **Initiate** *Initiates influential relationships with internal and external customers, suppliers, partners and at a senior management level. Performs highly complex work covering technical and quality aspects. Understands impacts of decisions on the broader business and wider customer /organisation. Balances the requirements of proposals with the broader needs of the organisation. Demonstrates leadership. Has developed business knowledge of the activities and practices of own organisation and those of suppliers, and partners.*

Interpersonal Skills	• **Communication** - ability to communicate appropriately across all levels of the organisation, presenting information in a clear and concise manner. Use of storytelling and narrative to communicate complex ideas where appropriate. Facilitate meetings and workshops as required. Ensure change is appropriately communicated to support smooth transition of project outputs. • **Relationship management, including stakeholders and customers** - build positive professional relationships across all levels of the business. Negotiate, facilitate and influence discussions as required to ensure project outcomes are understood, communicated and delivered. Understand stakeholder needs, priorities and perspectives to assist in agreeing deliverables and outcomes for the project. • **Leadership and team management** - provide confident leadership to stakeholders and team members to ensure a cohesive and planned approach, calmly dealing with complexity, ambiguity, and uncertainty. Mentor, support and regularly engage with project stakeholders, team members and colleagues to build capability and positively influence culture.
	SFIA Level required: **Initiate** *Initiates influential relationships with internal and external customers, suppliers, partners and at a senior management level. Performs highly complex work covering technical and quality aspects. Understands impacts of decisions on the broader business and wider customer /organisation. Balances the requirements of proposals with the broader needs of the organisation. Demonstrates leadership. Has developed business knowledge of the activities and practices of own organisation and those of suppliers, and partners.*
Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.	• Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies. • Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. • Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptions.	• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. • Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and provisions and principles of Te Tiriti o Waitangi. • Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: ○ Impartial – treating people fairly without personal favour or bias.

	○ Accountable – taking responsibility and answering for work, actions, and decisions. ○ Trustworthy acting with integrity and being open and transparent. ○ Respectful – treating all people with dignity and compassion, acting with humility. ○ Responsive – understanding and meeting people's needs and aspirations.
Demonstrated commitment to Health, Safety and Wellbeing while at work.	• Take personal responsibility for your own health safety and wellbeing. • Ensure your actions or lack of action do not adversely affect the health and safety of others. • Report any incidents, near misses or any other concerns relating to health safety and wellbeing. • Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.

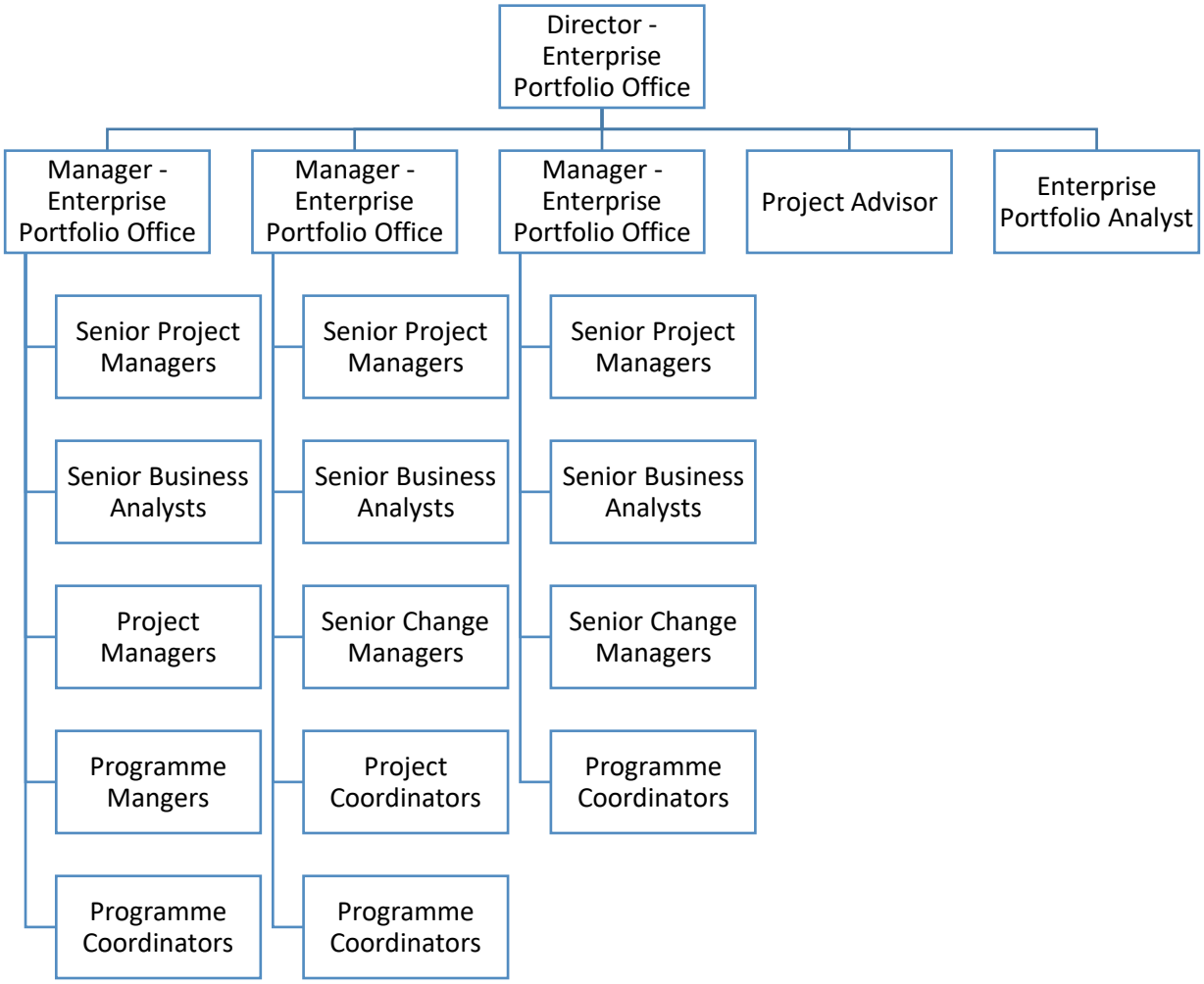
Ngā āhuatanga e hiahiatia ana e mātou | Person specification

Core requirements

- A relevant tertiary qualification and/ or equivalent relevant experience for this role.
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
- Written and oral communication skills suitable for a varied audience in a corporate setting.
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.
- Extensive experience working in a project delivery environment with a demonstrated track record of successful delivery of complex projects.
- Experience managing projects through all parts of the project life cycle.
- Excellent people skills and relationship building abilities.
- Resilience and the ability to lead others through complex situations and ambiguity.
- Enthusiasm to proactively contribute to the Project Management Community of Practice, sharing your knowledge and experience, and contributing towards continuous improvement of our processes and practices.
- Relevant professional certification such as PMI or Prince2.
- Ability to lead, share knowledge and actively mentor / coach more junior members of the Project Management community.

Desirable

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.
- Understanding of mātauranga Māori and te ao Māori.
- Understanding and application of tikanga practices in a work setting.
- Knowledge of iwi and Māori culture and social structures.
- Understanding of implementing Tiriti-centred approaches and partnering models.

Tari Kōpaki Hinonga | Enterprise Portfolio Office

The Senior Project Manager is part of the Enterprise Portfolio Office (EPO) Branch within the Prioritisation, Resources and Delivery (PRD) group which is one of nine business groups that reports directly to the Chief Executive.