

SENIOR PROJECT MANAGER

People & Strategy

Title:	Senior Project Manager
Division:	People & Strategy
Location:	Wellington
Responsible to:	Strategy Delivery Manager
Date:	June 2018
Code:	42001

Purpose

The purpose of the role is to assist the business in the delivery of projects and programmes that enhance MetService reputation and support strategic and business plan objectives.

The Senior Project Manager is responsible for managing client portfolios of change and leadership within the Programme Office. This is achieved through strategic advice regarding services and solutions and managing projects within the portfolios on behalf of the business; by coordinating and integrating all required activities across multiple functional lines and business units. Leadership is also provided through advising, mentoring and guiding other team members.

Accountabilities

1. To manage assigned projects ensuring approved budget, time and quality requirements are met and regularly reported on, and have the required business visibility and communication channels in place
2. To ensure concise, accurate and appropriate supporting project information (project plans, reports, budgets etc.); documentation is kept up to date; and effective knowledge transfer within the team occurs. This includes to obtain approval of budgets and project plans prior to project start up and to comply with financial procedures for project governance
3. Contribute to strategic planning initiatives by providing specialist advice during strategic planning sessions by being an active participant in the annual business planning and strategic planning processes
4. To work with customers and vendors to provide timely budget and timeline estimates and to review and manage all contracts and proposals to uphold the best interests of MetService.
5. To obtain agreement as to suitable designs that meets business requirements, offer proposals to business unit users for acceptance, monitoring results to assure that specifications and contract conditions are being met by all parties and controlling changes in the agreed scope of work

6. To manage issues and risks with project stakeholders; provide timely input to management of significant issues throughout the Project Management Life Cycle; and assuring that all goals, plans, and schedules are consistent with the project requirements
7. To represent project requirements to subject matter experts performing design, build and operations functions to ensure their feedback at the appropriate points into the Project Management Life Cycle
8. To build and maintain excellent relationships with customers, suppliers and all project stakeholders and to provide consultation and advice on both systems and processes
9. To actively assist Manager with leading and promoting the continuous improvement of Quality Systems relating to project management practices, development practices, change control, release management and version control to ensure best fit for MetService requirements
10. Undertake additional projects and responsibilities as requested by the Manager.
11. Ensure you are familiar with the Company's current Safety Management Systems and Health & Safety Commitment. Information on Company policies and procedures can be obtained from MetService. We remind you that you are required by law to take all practicable steps to ensure your own safety while at work and that to ensure that your actions or inactions do not cause harm to any other person.

Key Relationships

Internal:

- GM People & Strategy
- People & Strategy group
- MetService Executive Leadership Team, managers and team leaders
- All MetService staff involved in the running of the Project Manager's projects

External:

- Customers – all internal and external customers who are impacted by or being delivered to by project change
- Vendors – all third-party vendors working on the Project Manager's projects
- Product Partners - third party partners collaborating with MetService to develop project end-products

Staff Responsibility:

Direct Report: None

Indirect Report: As determined on a project by project basis for projects being managed by the incumbent

Financial Responsibility:

Budget: None (Although has responsibility for specific project budgets)

Delegated Authority: None

Person Specification

Knowledge, Skills & Qualifications:

Essential:

- A relevant tertiary qualification in an IT discipline or equivalent direct technical experience
- PRINCE2 Practitioner or equivalent qualification, with demonstrated experience
- ITIL Foundation with demonstrated experience
- Proven experience of working closely with non-IT business users and other IT Project Managers
- Extensive experience in Project Management using leading methodologies and processes
- Experience in using system development practices and system development life cycles
- Advanced application of issue and risk management with a structured approach to planning, reporting, budgeting, and operational handover Must be detail oriented,
- Well organised; able to multitask in a busy environment; remaining customer focussed, resilient and composed
- Demonstrated experience in managing a client portfolio of change
- Strong negotiation and interpersonal skills; proven successful relationship management skills to executive levels
- Strong delivery focus with a hands-on approach;
- Excellent analytical skills, with experience performing business analysis
- Advanced skills MS Office products
- Excellent oral and written communication skills
- Constructively relates to a wide range of people with open-mindedness and good-will

Desirable:

- Knowledge of Quality Systems and Processes in an Information Technology context
- MSP Foundation or Practitioner, or equivalent qualification and experience
- Experience using Microsoft NAV and Microsoft Teams
- Understanding of product lifecycle from projects through to service management
- Knowledge of the Meteorological industry

Note: The requirements of this position description may change from time to time to meet operational or other requirements.

Our Values	Values in Action	Values Descriptor
<p>ADAPTABILITY AND FLEXIBILITY</p> <p>To be flexible and adaptable in response to, and ahead of, changes in conditions and stakeholder needs.</p>	<p>Embrace Change</p> <p>Optimise our Business</p>	<p>Recognises that change is at the core of our business. Knows how to make change work, by thinking ahead or being open minded to new ideas.</p> <p>Makes the most of our business opportunities. Is responsive, makes smart decisions and positions our business to achieve its goals.</p>
<p>THE POWER TO SHINE</p> <p>Having the skills, abilities, drive and support to do a great job.</p>	<p>Recognise Success</p>	<p>Takes the initiative to bring out the best in themselves and others. Celebrates successful outcomes.</p>
<p>EVERYONE IS VALUED</p> <p>To appreciate equally the value of everyone working at MetService and their individuality.</p>	<p>Collaborate</p> <p>Respect All</p>	<p>Actively contributes to a work environment where together we achieve our goals. Openly communicates and cooperates with colleagues, customers and suppliers.</p> <p>Recognises and shows a genuine appreciation for the strengths and opinions of others. Engages in debates in a respectful manner.</p>
<p>ACHIEVEMENT</p> <p>To achieve something noteworthy and admirable through meeting challenges both personally and professionally.</p>	<p>Take Ownership</p>	<p>Takes responsibility for their own decisions and actions. Always works with the best business interests of MetService at heart.</p>
<p>FREEDOM TO ENJOY LIFE</p> <p>Working for a financially successful company with a sustainable future.</p>	<p>Support Growth</p> <p>Enable Innovation</p>	<p>Future focused or an advocate for continued improvement where we learn from experiences and mistakes.</p> <p>Supports a climate of creativity and new ways of doing things.</p>