

## Your Position

<b>Your job</b>	<b>Manager Technical Projects Kaiwhakahaere Kaupapa Hangarau</b>
<b>Your group</b>	Corporate Services
<b>Your team</b>	Business & Technology Group
<b>Your manager</b>	Chief Information Officer, Chanel Pilcher-Landgraf
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

Corporate Services' purpose is to:

- provide advice and management on everything relating to Council's financial planning, budgeting, management and reporting activities
- provide advice and management on procurement, the negotiation of commercial arrangements, Council's property portfolio, and the delivery of programmes and projects
- provide information and technology advice and services
- drive the improvement in customer services and the customer experience, ensuring that each customer interaction lives up to Porirua City values / identity
- provide other internal administrative services.

## Your purpose

The Manager Technical Project's role is to:

- be responsible for managing projects to make sure the proposed plan adheres to the timeline, budget and scope. Duties include planning projects in detail, setting schedules for all stakeholders and executing each step of the project.
- Lead the technical direction and approach for such projects while defining the timelines and scope in collaboration with the with customer.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> <li>• Technical Business Analyst</li> <li>• Test Analyst</li> </ul>
External people and groups	<ul style="list-style-type: none"> <li>• Consultancy firms and external service suppliers</li> <li>• Government, public organisations and business</li> <li>• Other local authorities</li> <li>• Contractors, consultants and suppliers</li> <li>• Industry groups</li> </ul>
Internal people and groups	<ul style="list-style-type: none"> <li>• Executive Leadership Team, managers and staff at all levels of the organisation</li> </ul>

## Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> <li>• Provide high quality advice to the CIO on projects and ensure the provision of expert advisory service on matters relating to technical outcomes.</li> <li>• Lead a team that is focussed on the delivery of prompt, effective and customer focused service.</li> <li>• Work alongside the PPMO to provide consistent project management methodology and accompanying processes and tools to ensure appropriate governance and delivery of programmes/projects across Council</li> <li>• Ensure there is strategic alignment between Council's objectives and operational delivery of technology</li> <li>• Develop and implement work practices and processes that ensure compliance with the Health and Safety at Work Act 2015</li> </ul>

Operational Delivery	<ul style="list-style-type: none"> <li>• Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation</li> <li>• Build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation</li> <li>• Coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project staff from various functional departments</li> <li>• Analyse project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements and business expectations</li> <li>• Develop and manage an appropriate project schedule and work plan based on project methodology (e.g., waterfall, agile)</li> <li>• Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress</li> <li>• Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables</li> <li>• Utilize industry best practices, techniques, and standards throughout entire project execution</li> <li>• Measure project performance to identify areas for improvement</li> <li>• Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs</li> <li>• Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans</li> <li>• Ensure project documents are complete, current, and distributed appropriately</li> <li>• Work alongside the Change Manager to ensure change controls of the project including proper documentation and communication are implemented</li> <li>• Facilitate regularly scheduled project meetings to cover project updates, deliverables, and risks</li> <li>• Prepare meeting agendas, and update and distribute meeting minutes</li> <li>• Provide and coordinate training and support to programme / project managers in line with agreed methodology and with common processes and systems</li> <li>• Provide focused project assurance activities, by implementing a risk based deployment of quality assurance activities</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> <li>• Represent Council and the Corporate Services Group at appropriate conferences, seminars and other events</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• Project Management experience covering infrastructure, systems, and software.</li> <li>• Tertiary qualifications in IT or equivalent experience leading technical projects</li> <li>• Experience in managing various types of IT projects</li> <li>• Broad IT technology knowledge</li> <li>• Logical approach to problem solving and decision making</li> <li>• Expertise in various project management frameworks and methodologies including Agile/iterative and Waterfall approaches</li> <li>• Blended skills working a pseudo-BA capacity (with existing BA's) to further flesh out high-level requirements.</li> <li>• High attention to detail with strong planning and organisational skills</li> <li>• Highly developed enterprise planning skills and stakeholder engagement skills</li> <li>• Experience of significant contribution to complex multi-stakeholder partnership programmes / projects</li> <li>• A demonstrable track record in achieving results through their own efforts and through others</li> <li>• Ability to build great relationships with internal and external parties.</li> <li>• Experience of leading teams and delivering exceptional customer service</li> <li>• The ability to work with tight deadlines and perform under pressure</li> <li>• Strong written and verbal communicators, able to communicate with team members, management personnel, and end users throughout the organisation</li> <li>• A high level of resilience and the ability to cope with change</li> <li>• Good process and report writing skills including the ability to articulate and analyse issues</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> </ul>
<p>It'd be great if you are also</p>	<ul style="list-style-type: none"> <li>• Experience with MS Project and JIRA</li> <li>• Experience of IT in local government</li> <li>• Familiarity with the Local Government Act 2002 and other relevant legislation</li> <li>• Experience working in shared service environments</li> <li>• Knowledge in customer focussed methodologies</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>

Last updated July 2022



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.