

## **Snr Technical Advisor / Project Manager Information Management**

### **Mō Manatū Wāhine | About Manatū Wāhine**

Manatū Wāhine Ministry for Women is the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. We provide system leadership, working across government and with stakeholders to improve outcomes for wāhine women and kōtiro girls.

Our people are crucial to achieving the strategic outcomes we are seeking. We are looking for an experienced team professional with a proven track record of delivery to join our team and help us deliver for wāhine women.

Our Ko wai mātou reflect who we are and what's most important to us; they guide and influence how we work as individuals, as teams and as one Ministry to achieve the best outcomes for those we serve – wāhine women and kōtiro girls of Aotearoa New Zealand.

Our Ko wai mātou are:

- Kia Māia – we are brave and courageous in all that we do
- Tuia mai – we embrace and support wāhine from all communities
- Whakamanawa – we lead with heart to achieve the best outcomes for wāhine.

### **Mō tēnei tūranga mahi | About this role**

This is a diverse and busy hands-on role where you will have the opportunity to deliver across several significant projects for a small government agency. You'll lead, coordinate and deliver the successful decommissioning of an existing information management system, and the agency's full transition to SharePoint Online; as well as continue the upgrade of a customer facing system and other digital projects as needed.

In this role you will get to immerse yourself in end-to-end project management and delivery, including contract and vendor oversight and communication, change management, business analysis and ensuring timelines, milestones, and budgets are being met.

### **Ko koe tēnei | About you**

We are interested in someone who can roll their sleeves up and get stuck in! You might be a Senior Technical BA, with some project management experience, who is ready to step up and take on more responsibility in the PM space; or a Project Manager who enjoys being hands on across all aspects of a project. This is a great opportunity to undertake interesting work and add value to a small organisation.

Ideally, for this role you will have the following:

- A commitment to improving the lives of all wāhine women and kōtiro girls.
- Technically savvy and up-to-date with latest technology trends in information systems, particularly SharePoint Online and the Office 365 ecosystem.
- Can do/hands on approach
- A good understanding of the public sector environment.
- Project management skills and a good level of knowledge of project management disciplines.
- Excellent communication, influencing and relationship management skills.
- An understanding of the principles of Te Tiriti o Waitangi, and their implications for public service operations.

### **Me pēhea te tuku tono | How to apply**

This is a 6 month fixed term opportunity and the salary range for this role is \$140,000 - \$180,000 pro rata. A copy of the full job description and application form can be found on the [Manatū Wāhine website](#).

To apply for this position, send your completed application form, a covering letter which outlines why you are interested in the role, and your CV which highlights your skills, knowledge and experience relevant to the role to the Nadine Millen, Chief People Officer, via our email address [recruitment@women.govt.nz](mailto:recruitment@women.govt.nz). Applications close at **11.30pm Sunday 24 August 2025**.

We are committed to providing a working environment that values inclusion, diversity and accessibility. We embrace the unique perspective and capabilities of our current and future employees, which will help us to improve outcomes for wāhine women and kōtiro girls. If you have any support or access requirements, we encourage you to tell us when you apply so that we can assist you through the recruitment process.

If you would like us to consider a flexible working arrangement, please let us know how that might best work for you as part of your application.