

POSITION DESCRIPTION

Position:	Project Manager
Reporting to:	Deputy Secretary, Organisational Performance and Services
Direct reports:	Nil
Location:	Wellington
Tenure:	Fixed term (6 months)
Date	August 2025

Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ōna 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 hāpori, 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.

Our Role, Purpose and Vision

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with a range of partners and groups to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in our Strategic Intentions document.

Our work currently focuses on achieving four strategic priorities:

- Economic empowerment: ensuring all women and girls have economic security and independence, supporting them to thrive.
- Representation and leadership: building meaningful participation for women and girls at every level of society.
- Safety: supporting women and girls to be safe from all forms of violence.
- Wellbeing: supporting women and girls to have good health and wellbeing.



In addition to our four priority areas, we are committed to working with wāhine Māori to progress shared goals and aspirations, while our international work protects and promotes the rights of women and girls.

Our Ko wai mātou – our ways of working

Our ko wai mātou reflects 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.

Position Purpose

The purpose of the Project Manager is to manage and deliver key projects including the successful decommissioning of an existing information management system and full transition to SharePoint Online, an upgrade of a customer facing system and any other digital projects as required by the Ministry.

Key Result Areas

Focus	Responsibility
Project Management	<ul style="list-style-type: none">• Work at multiple levels/across multiple roles to support the successful, high quality delivery of the project.• Vendor management to ensure components are delivered to the required quality standard within agreed timeframes.• Responsible for managing the project within the project budget and available resources to deliver the functionality needed• Lead, manage, develop and implement specific project plans, business requirements, implementation plans, and evaluation and monitoring as required.
Project Planning	<ul style="list-style-type: none">• Ensures that the project is running to plan and is on time.• Co-ordinates regular internal and external project reporting.• Develops and manages project documentation and any other plans as required.

Focus	Responsibility
Procurement Planning and Execution	<ul style="list-style-type: none"> • Delivers the procurement strategy and plan for selecting a preferred implementation partner. • Maintains strong governance systems and processes. • Maintains vendor relationships as needed
Risks and Issues Management	<ul style="list-style-type: none"> • Actively identifies and appropriately manages project risks. • Keeps relevant parties informed of any critical risks and the strategies in place to mitigate them.
Reporting and Accountability	<ul style="list-style-type: none"> • Provides information and advice as required, to enable internal and external reporting for the purposes of accountability reporting. • Ensures that the Deputy Secretary Organisational Performance and Services is well informed regarding current reports and opportunities for improvement.
Stakeholder Management	<ul style="list-style-type: none"> • Establishes and maintain professional relationships with internal and external stakeholders and vendors with effective communication methods. • Ensures all stakeholders of the project are identified and consulted where appropriate and as required. • Demonstrates excellent engagement, communication and facilitation skills.

Key Functional Relationships

Internal: Leadership Team
Organisational Performance and Services team
People Team
Manatū Wāhine kaimahi

External: Government information and privacy agencies (eg Archives NZ, OPC)
Other Government agencies (for collaboration and benchmarking)
Consultants and vendors as required.

Person Specification

- 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
- Customer focus

- Project management skills and a good level of knowledge of project management disciplines.
- Excellent communication, influencing and relationship management skills.
- Effective time management skills and the ability to work independently without supervision and collaboratively as a team member.
- Ability to navigate through both complex and ambiguous environments.
- A tertiary qualification in information management/relevant discipline or equivalent relevant work experience.
- An understanding of the principles of Te Tiriti o Waitangi, and their implications for public service operations.

Desirable

- An understanding of information and records within the context of Te Ao Māori.
- A good understanding of the Public Sector environment
- Proven IM experience, including strengthening governance and assurance, lifting organisational practice, and delivering IM advice to staff and stakeholders.
- Experience advising leaders and engaging with diverse stakeholders to ensure best practice information management.

Capabilities

1. Leadership

Te Kawa Mataaho Leadership Success Profile (LSP) describes what 'good' leadership looks like at all levels within the New Zealand public sector.


While all elements of the LSP are important, the following leadership competencies are particularly relevant to your leadership role at the level for a senior leader with a small span of control.

Leadership Competencies	Leadership Characters
Engaging other	Curious
Enhancing system performance	Honest and courageous
Enhancing team performance	Resilient
Managing work priorities	Self-aware and agile

You can find further information on the LSP here: [Leadership Success Profile](#)

2. Māori Crown Relations

The [Māori Crown Relations Capability Framework](#) describes what Māori Crown relations skills are needed for effective leadership looks across New Zealand's Public Service.



In addition to the current core focus competencies for the Ministry, additional specialist competencies will be required.

Other Requirements

You are required to comply with the standard operating requirements of Manatū Wāhine, i.e. you must comply with all the health, safety & wellbeing standards, financial, people, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

Changes to Position Description

Positions at the Ministry may change over time as it evolves and priorities change. Responsibilities may change as the job evolves over time, and the manager of this position may initiate such change as necessary.