

# POSITION DESCRIPTION

POSITION DETAILS	
Position Title	<b>Senior Project Manager (Fixed Term)</b>
Reports to (Position Title)	<b>Group Manager – Business Solutions</b>
Department / Division	<b>IT</b>
Nature & Number of Direct Report	<b>0</b>
Nature & Number of Indirect Reports	<b>Project related</b>
Date	<b>August 2017</b>
EY data role map	<b>ET130</b>

PURPOSE STATEMENT
<p>Lead the development and implementation of a broad, coordinated set of plans and programs to meet the goals and priorities of the IT department.</p> <p>Continuously improve project management toolkits and methodologies. Provide expertise and consulting to IT in the process of project management and in the softer skills of team dynamics, team building and group motivation.</p>

KEY ACCOUNTABILITIES OF POSITION		
Accountability Description	Measure	Weighting
<b>1: Project Management</b>	<ul style="list-style-type: none"> <li>Responsible for running complex digital projects and products; which includes handling tasks that are involved in designing and development, as well as production.</li> <li>Ensure that all the projects &amp; products follow the standard procedures that are used in the management and deployment of projects.</li> <li>Undertake strategy creation for contingency planning and risk mitigation.</li> <li>Responsible for planning and scheduling agile project goals, milestones and deliverable.</li> <li>Define requirements and plans the project life cycle deployment.</li> <li>Define resources for project and program implementation. Identifies and solves project issues effectively.</li> <li>Oversee and directs the project team and manages conflicts within the different groups.</li> <li>Develop RFP (Requests for Proposals) for external services.</li> <li>Perform team assessment and evaluations.</li> <li>Exhibit leadership qualities to define requirements for project risks.</li> <li>Demonstrate exceptional organisation, presentation and customer service to deliver to the expectation of the project outcomes.</li> <li>Design and maintains project and technical documentation.</li> <li>Report progress as well as the problems to management stakeholders.</li> <li>Collaborate with internal/external suppliers of resources to drive</li> </ul>	100%

	the requirements of deliverables	
<b>Performance Standard:</b>	<i>On time project delivery, clearly scoped and within budget</i>	
<b>2: Compliance, &amp; Health &amp; Safety</b>	Understand and adhere to all compliance requirements, internal & external, that govern the company's activities, including: <ul style="list-style-type: none"> <li>• Comply with all legal requirements that impact upon your role</li> <li>• Comply with all Health &amp; Safety guidelines and procedures.</li> <li>• Comply with Mitre 10 (NZ) Ltd policies and procedures</li> <li>• Work in a safe manner and follow all safety procedures</li> <li>• Report hazards, incidents and work related injuries / accidents promptly in accordance with company Health &amp; Safety policy</li> </ul> Participate in the Health and Safety Hazard awareness process	
<b>Performance Standards</b>	<i>Compliance and no avoidable incidents. Honesty and fairness in all activities. Proactive in implementing suggestions and ideas.</i>	
<b>3: General</b>	<ul style="list-style-type: none"> <li>• Be a role model for the company's values: Customer Driven; Honest and Fair; One Team; Down to Earth; Strive for Excellence: Keep our People &amp; Customers Safe</li> <li>• Pursue opportunities for personal development and improvement.</li> <li>• Undertake any other duties or responsibilities your Manager feels are appropriate given your role and skills.</li> </ul>	

POSITION HOLDER SPECIFICATIONS	
Qualifications required	Degree level qualified PMP or Prince 2, Agile PM (APMG), PMI-ACP
Total years of experience required	10 years + project management with min 5 years digital agile projects Clear evidence of successfully delivering significant business change projects. Retail sector and procurement/inventory management experience favoured.
Competencies required:	<ul style="list-style-type: none"> <li>• Demonstrated agile project management skills with multiple stakeholders with large commercial projects ideally in retail B2B or B2C domain area</li> <li>• Good understanding of SDLC</li> <li>• Exceptional stakeholder management skills</li> <li>• Exceptional communication skills – in any form</li> <li>• Can turn complex phraseology into simple and easy to understand communications</li> <li>• Excellent organisational and planning skills</li> <li>• Ability to adapt and show flexibility</li> <li>• Calm and collected under pressure</li> <li>• Resilient and tenacious</li> <li>• Diplomatic and discrete</li> <li>• Expert navigator of internal politics, gaining consensus on common ground and smoothly resolving conflicts</li> <li>• Attention to detail in all matters</li> <li>• Reviews and develops implementation changes as required</li> <li>• Displays leadership and motivates team members</li> <li>• Strong decision making abilities</li> <li>• Conflict resolution abilities</li> <li>• Takes initiative for on-going professional development</li> </ul>

- Operates with integrity
- Handles personal and team adversity in an appropriate manner

## ORGANISATIONAL STRUCTURE

