

POSITION DESCRIPTION

POSITION DETAILS

Position Title	Project Manager
Reports to (Position Title)	Group Manager – Business Application Solutions
Department / Division	IT
Nature & Number of Direct Report	n/a - indirect
Nature & Number of Indirect Reports	Project related
Date	May 2016

PURPOSE STATEMENT

Lead the development and implementation of a broad, coordinated set of plans and programs to meet the goals and priorities of the IT department.

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.

KEY ACCOUNTABILITIES OF POSITION

Accountability Description	Measure	Weighting
1:	<ul style="list-style-type: none"> Responsible for running complex programs and projects; which includes handling tasks that are involved in designing and development, as well as production. Ensures that all the technology projects follow the standard procedures that are used in the management and deployment of projects. Undertakes strategy creation for contingency planning and risk mitigation. Responsible for planning and scheduling project goals, milestones and deliverable. Defines requirements and plans the project life cycle deployment. Defines resources for project and program implementation. Identifies and solves project issues effectively. Oversees and directs the project team and manages conflicts within the different groups. Develops RFP (Requests for Proposals) for external services. Performs team assessment and evaluations. Exhibits leadership qualities to define requirements for project risks. Possesses skills like organisation, presentation and customer service skills. Designs and maintains project and technical documentation. Reports the progress as well as the problems to management stakeholders. 	95%

Performance Standard:	At Standard: On time project delivery, clearly scoped and within budget	
2: Compliance, & Health & Safety	<p>Understand and adhere to all compliance requirements, internal & external, that govern the company's activities, including:</p> <ul style="list-style-type: none"> • Comply with all legal requirements that impact upon your role • Comply with all Health & Safety guidelines and procedures. • Comply with Mitre 10 (NZ) Ltd policies and procedures • Work in a safe manner and follow all safety procedures • Report hazards, incidents and work related injuries / accidents promptly in accordance with company Health & Safety policy • Participate in the Health and Safety Hazard awareness process 	
Performance Standards	<p>Below Standard: Non-compliance with any Health & Safety policies or procedures. Unethical or illegal activity.</p> <p>At Standard: Compliance and no avoidable incidents. Honesty and fairness in all activities.</p> <p>Above Standard: Proactive in implementing suggestions and ideas.</p>	
3: General	<ul style="list-style-type: none"> • 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 & Customers Safe • Pursue opportunities for personal development and improvement. • Undertake any other duties or responsibilities your Manager feels are appropriate given your role and skills. 	5%

FINANCIAL & PROJECT DIMENSIONS	
Total Revenue accountability	0
Annual Operational Expense Budget	0
Annual Capex Budget	0
Expenditure authority maximum	0
Project Spend (if applicable)	Approved capital spend within sponsor DFA
Project Impact (e.g. whole organisation, business unit)	
Delegated Authority levels (if applicable)	

WORKING RELATIONSHIPS	
Frequent People Contact	Nature of Contact and Why
▪ Cross functional	▪

POSITION HOLDER SPECIFICATIONS	
Qualifications required	Degree level qualified PMP or Prince 2
Total years of experience required	10 years + project management
Competencies required:	<ul style="list-style-type: none"> • Develops an appropriate project management plan • Defines project scope baseline in accordance with stakeholder needs and expectations • Manages project scope changes • Develops project schedule and time baseline • Manages project schedule changes • Develops project budget and cost baseline • Manages project budget changes • Develops project quality assurance and quality control processes • Monitors project quality and responds to variance • Prepares project human resource plan • Recruits, manages and develops project team members • Prepares project communications plan • Disseminates project communications as per the communications plan • Identifies and manage stakeholder expectations • Develops project risk register • Monitors project risks • Prepares project procurement and external contract decisions • Monitors project contracts • Obtains formal acceptance of the project • Carries out project closure • Prepares post implementation review, lesson learned and benefits realisation <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Displays leadership and motivates team members • Displays effective personal communication style • Displays strong decision-making abilities • Displays conflict resolution abilities • Takes the initiative for on-going professional development • Operates with integrity • Handles personal and team adversity in a suitable manner

