

# Position Description



## Senior Project Manager

<b>Date</b>	June 2022
<b>Purpose of position</b>	<p>Lead the improvement of Port Otago's IT infrastructure and applications suite with an initial focus on delivering the following:</p> <ul style="list-style-type: none"> <li>- Security projects</li> <li>- Application upgrade and exit projects</li> <li>- Network project</li> <li>- Sharepoint Online</li> <li>- Cloud Transformation</li> </ul> <p>The project manager is required to manage all aspects of the project using industry standard practices and methods to ensure the key project elements of scope, cost, time and quality are effectively managed across the agreed deliverables.</p>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Head of Digital</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Business System Owners and Port Otago Users</li> <li>• Leadership and Management teams</li> <li>• IT Team</li> <li>• Project Steering Group</li> <li>• Contracted Business Analysts</li> <li>• IT Vendors</li> </ul>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Senior Level Project Manager with proven experience delivering technical and non-technical IT projects.</li> <li>• Experience in working with vendors, scoping, and leading the delivery of complex change programmes.</li> <li>• PMI, Prince2 and/or Agile qualifications desirable.</li> <li>• Experience in working in both Waterfall and Agile projects desirable</li> <li>• Must be currently eligible to work in NZ.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal skills with the ability to positively engage with people across all levels.</li> <li>• Ability to influence stakeholders and work closely with them to determine acceptable solutions.</li> <li>• Ability to manage multiple priorities and demonstrate flexibility and commitment to getting the job done.</li> <li>• Can manage resources that may not necessarily have a direct reporting line to deliver to objectives.</li> <li>• Skilled in managing business change.</li> <li>• Proficient with MS Office suite.</li> </ul>
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

## Core Responsibilities

<b>Health &amp; Safety (All Port Otago Employees)</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for own and others safety</li> <li>• Follows Guidelines and procedures</li> <li>• Reports and escalates H+S issues appropriately (everybody's responsibility in every situation)</li> <li>• Report all incidents, accidents and near misses accurately and in a timely fashion</li> <li>• Participates in induction and on-going training programmes</li> <li>• Ensure strict adherence to safety standards, statutory and legislative requirements, &amp; Port Otago policies and procedures</li> <li>• Comply with work area PPE requirements</li> <li>• Responsible for ensuring a safe workplace and adherence to good housekeeping practices.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Lead and deliver selected projects within scope, on time and within agreed budget to the agreed quality.</li> <li>• Define project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.</li> <li>• Develop the project implementation plan ensuring project deliverables, acceptance criteria, roles and responsibilities, milestones, quality requirements and costs are defined and clearly agreed with stakeholders and the vendor (if applicable).</li> <li>• Develop and set realistic and achievable project schedules that drive a sense of pace and urgency for delivery.</li> <li>• Actively manage the project resource schedule to ensure that appropriately skilled people are identified and allocated to the project within the required timeframes. This could include internal staff or external contractors.</li> <li>• Project budgets are developed and actively managed within the approved funding. Where there is a risk of over/under spending, the appropriate escalation and reporting processes are followed, including change control as required.</li> <li>• Project progress is well monitored and reported on including project milestones, budget, risks, and issues.</li> <li>• Accurate and up to date project records are available for due diligence and accessible by project team members within Sharepoint.</li> <li>• Stakeholder management, communications planning, and execution.</li> <li>• Coordination of user acceptance testing, and user training as may be required.</li> <li>• Establish a Project Steering Group for each project and support the Chair as required.</li> </ul>
<b>Business Analysis</b>	<ul style="list-style-type: none"> <li>• From time to time deliver high quality analysis, requirements, and recommendations to ensure that systems are designed, developed, and maintained to meet the needs of Port Otago and its stakeholders.</li> <li>• Work to understand business process and system problems, quickly and confidently identify opportunities for improvement and recommend solutions to stakeholders.</li> <li>• Elicit functional and non-functional requirements to support projects or improvement initiatives and liaise with internal teams and vendors to deliver the agreed solution.</li> </ul>

<b>Risk Identification and Management</b>	<ul style="list-style-type: none"> <li>• Project risks and issues are identified, analysed, and managed so they do not have a material impact on project outputs (timelines, scope, quality, and budget).</li> <li>• Material risk and issues are escalated to decision makers within 24 hours of being identified.</li> </ul>
<b>Change Management</b>	<ul style="list-style-type: none"> <li>• Undertake business impact assessments where changes to operational processes, technology and/or staffing is anticipated.</li> <li>• Work with key stakeholders to establish plans for implementing change within the context of the overarching project.</li> <li>• Develop communications plans and artifacts to support the business change.</li> <li>• Champion the change and support user adoption and training activities.</li> </ul>

## Key Performance Measures

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To always have safe work practices and to be a role model for others</li> <li>• All incidents and accidents are reported promptly and accurately</li> <li>• All hazards identified are reported immediately</li> <li>• Strive to achieve Zero Harm – keep our people safe</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Works collaboratively to achieve the common goal.</li> <li>• Shows respect for what others are trying to achieve by actively listening and responding constructively.</li> <li>• Promotes good co-operation and communication between departments.</li> <li>• Looks for opportunities to help other teams and contributes positively.</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Acts within the Port of Otago values at all times.</li> <li>• Punctual time keeping for work and scheduled meetings.</li> </ul>
<b>Project Management &amp; Delivery</b>	<ul style="list-style-type: none"> <li>• Ensure a high degree of responsiveness in project delivery for both internal and external customers.</li> <li>• Completion of deliverables within agreed timeframes.</li> <li>• Stays 'ahead of the game' on project delivery and ensures that any issues are addressed as appropriate with stakeholders.</li> <li>• The delivery of quality projects is in line with Head of Digital expectations and relevant policies.</li> <li>• Successful implementation of agreed projects, within the scope, cost, and milestones of the project.</li> <li>• Acceptance criteria signed off by the Project Sponsor and Steering Group.</li> <li>• Handover to Business as Usual</li> <li>• Looks for ways to improve Port Otago's Project Management processes and supports the delivery of same within the business.</li> </ul>