

# Project Manager / Team Leader



*The Project Management Office (PMO) Project Manager/Team Leader is responsible for managing and supporting a range of projects and programmes undertaken by GNS Science. They are also responsible for leading a small team, managing their day-to-day operations, and ensuring they have the capability and capacity required to deliver effective project management services at GNS.*

<b>Reports to:</b>	PMO Manager
<b>Department:</b>	Project Management Office
<b>Group:</b>	Science & Commercial Operations
<b>Employment Type:</b>	Permanent
<b>Location:</b>	Avalon
<b>Direct reports:</b>	Four
<b>Budget:</b>	Nil
<b>Career Path:</b>	Corporate
<b>Job Family:</b>	Business Performance
<b>Career Step:</b>	8 plus Team Leader Allowance
<b>Date:</b>	September 2024

## Position priorities and responsibilities

### People Leadership

- Effectively manage Associate Project Managers and the PMO Coordinator to deliver timely and high-quality project services to the organisation.
- Manage and review the recruitment, performance, development, and remuneration of direct reports.
- Provide coaching and mentoring to the team, working closely with individuals to create development plans to enhance project management capability, foster career growth, and drive team success.
- Work closely with the PMO Manager to ensure effective allocation of projects to support individual growth and PMO effectiveness.
- Encourage active collaboration with Project Managers in the PMO, as well as with the organisation to ensure our services and outputs are fit-for-purpose and effective.
- Manage any team issues or disputes to ensure prompt and effective resolution.
- Ensure there is a breadth of knowledge and application of skills across the team and sufficient coverage of functions to ensure continuity of delivery.

- Encourage and support team members to have a continuous improvement mindset to identify improvement opportunities and use initiative to develop workable solutions.
- Support a positive culture and morale.

## **Project Management**

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- Recommend and develop suitable project management methodologies and tools for project management.
- Contributes to the development of project management maturity across GNS by providing support to the Project Lead for the full lifecycle of the project, in line with the GNS Project Management Framework.
- Develop and agree with the Project Lead and Sponsor the Project team roles and responsibilities.
- Responsible for establishing project governance and steering group needs for the project.
- Work with Project Leads to develop detailed project plans, deliverables, and milestones and assign resources to the tasks for projects. Then help lead and manage projects, ensuring objectives are met within the defined scope, timeline, and budget.
- Consult and negotiate with internal and external stakeholders to ensure the product/service is developed and implemented according to realistic proposals and following contracted deliverables.
- Supports the development of contracts and subcontracts, and other key contract management activities liaising with legal and the contracts team as appropriate.
- Monitor and control all aspects of the project by measuring progress and advising an appropriate course of action when the project goes beyond scope or is not meeting goals, budget, and/or objectives.
- Ensure project documentation and artifacts are kept up-to-date and maintained as appropriate, ensuring adhering to best practice.
- Liaise with, report to, and manage client delivery expectations, clarify project scope/deliverables, and complete any contract changes that are required. Ensuring client reporting is conducted in line with the contracted requirements.
- Lead project close-out meetings with the Project Lead and ensure lessons learned are captured to review effectiveness and areas of improvement.
- Report on project progress to the PMO Manager to provide an organisational overview of project performance.
- Provide Project advice, support, and direction in the development of funding proposals.

## **Team Work**

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- Work effectively as a member of the PMO to support other team members and provide coverage of functions.
- Work with other team members to ensure workloads are fairly spread and manageable across the Office.
- Work with other team members on projects.
- Support a positive culture and morale.

## Responsibilities of all staff

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- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

## Key working relationships

### Internal:

- PMO Team, Project/Programme Leaders, Project/Programme Sponsors, Finance Department, People and Culture Department, Research and Contracts Partnership Teams, Managers, Team Leads and staff.

### External:

- Suppliers and consultants.

## Person specification

### Skills, knowledge, and attributes

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- Strong leadership and team management skills.
- Ability to achieve outcomes through leading and managing teams and individuals.
- Well-developed coaching and mentoring ability.
- Strong knowledge of project management methodologies and tools.
- Exceptional problem-solving and decision-making abilities, with a keen attention to detail.
- Outstanding communication and interpersonal skills, with the ability to effectively interact with stakeholders at all levels.
- Ability to multi-task, prioritise and escalate where necessary.
- Demonstrated success in building and maintaining positive working relationships.
- Able to manage and drive activity through times of ambiguity.
- Works effectively and collaboratively in a team to support positive morale and culture.
- Uphold high personal and professional standards.
- Proficient in Microsoft Office Suite and project management software.
- Develops builds and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

## Experience

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### Essential:

- Demonstrable experience in supporting and managing core project lifecycle processes, such as planning, monitoring, reporting, and risk and issue management.
- Proven track record of successfully managing and delivering complex projects on time and within budget.

- Proven experience in a people management role.
- 5+ years' experience in a project management role with a sound understanding of project management methodology.

## Qualifications

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### Essential:

- Degree or diploma in a relevant discipline (e.g., in project management, business administration, etc...), or equivalent experience.
- Project Management qualification or certification.

### Desirable:

- A relevant tertiary or technical qualification, or equivalent experience.

## Performance dimensions

At a high level, GNS Science recognises six **performance dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

## Technical capabilities

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### Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

### Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

### Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

## Leadership

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- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.

- Develops and manages the performance and capability of the team through effective coaching and development initiatives.
- Sustains the capability and capacity of the team through effective planning and talent management.
- Creates an inclusive working environment that values diversity and wellbeing.

## Behavioural expectations

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### Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

### Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.