

Project Manager



The Project Manager is responsible for managing a range of projects undertaken by GNS Science with a primary focus on projects within the GeoNet Programme.

Reports to:	GeoNet Programme Leader
Department:	Data Science and Geohazards Monitoring
Group:	Science
Tenure:	Permanent
Location:	Avalon
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	Business Performance
Career Step:	8
Date:	October 2023

GeoNet Programme Team functions include:

- Leading and managing the delivery of the GeoNet programme.
- Governance, contract, financial and stakeholder management for the GeoNet programme.
- Working with the Project Management Office support the development of project management strategy, policies, tools, and processes.
- Project risk management and mitigation.
- Oversight of major projects.
- Business analysis.
- Project coordination.

Position priorities and responsibilities

Team Work

- Work effectively as a member of the GeoNet programme team to support other team members and provide coverage of functions.
- Work with other team members and programme participants to ensure workloads are fairly spread and manageable.
- Support a positive culture and morale.

Project Management

- Support (and lead where appropriate) the ongoing development of suitable project management methodologies and tools.
- Work with others in the Programme Team to support the maturing of the GeoNet Programme Team to support an uplift in programme and project delivery capability.
- Identifying and managing dependencies between projects.
- Create detailed plans of the project work, deliverables, milestones and secure resources to the tasks for projects.
- Consult and negotiate with internal and external parties to ensure the product/service is developed and implemented according to realistic requirements and plans.
- Ensure project documentation is kept up-to-date, reporting is done, risks and issues and resources are managed and deviations from the plan are communicated to stakeholders and resolved.
- Take actions within agreed parameters and report to the appropriate manager on project progress. Advise on actions and issues that need to be addressed.
- Work with programme and project team members to ensure the developments or enhancements are delivered in a timely fashion, reflecting the priorities set in cooperation with the business users.
- Manage scope changes.
- Lead project close out meetings with to review effectiveness and areas of improvement.
- Provide advice to programme and team leads on resourcing requirements of projects.
- Report on project progress to provide an overview of project management.

Responsibilities of all staff

- 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:

- Project/Programme Leaders, Business Analysts, Product Owners, Team Leaders, managers and staff

External:

- Supplier of Services, consultants

Person specification

Skills, knowledge and attributes

- Understanding of project management and process improvement methodologies and best practice.
- Strong communication and documentation skills.

- Strong analytical, facilitation, and process mapping skills.
- Strong attention to detail.
- 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.
- 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

Essential:

- At least 5 years' experience in project management.

Qualifications

Essential:

- 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

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

- 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.
- Delivers the project within GNS Science's processes and best practice, including effective control measures and health, safety and environmental management processes and practices.
- Creates and manages work plans for the project team. Sets clear expectations for the individuals in the project team, provides timely and constructive feedback and escalates performance issues to the individual's immediate manager early.
- Is a champion for creating a positive culture.

Behavioural expectations

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.