

JOB DESCRIPTION

Digital Projects Manager

ROLE TITLE	Digital Projects Manager
SECTION/DIVISION:	Digital Projects, Digital Division
REPORTS TO:	Senior Manager Digital Projects
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil
PRIMARY PURPOSE OF THE ROLE:	Develop, deliver, monitor and manage all aspects of medium-scale Information Technology projects from planning through to completion. Ensure that projects produce the required outputs and deliverables, and client objectives are achieved according to time, cost, quality, scope, risk, benefits and health and safety requirements.
ACCOUNTABILITIES:	Project management, PRMG: Level 5 Takes full responsibility for the definition, approach, facilitation and satisfactory completion of medium-scale projects. Provides effective leadership to the project team. Adopts appropriate project management methods and tools. Manages the change control process and assesses and manages risks. Ensures that realistic project plans are maintained and delivers regular and accurate communication to stakeholders. Ensures project and product quality reviews occur on schedule and according to procedure. Ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are formally accepted, by appropriate stakeholders. Monitors costs, times, quality and resources used and takes action where performance deviates from agreed tolerances. Consultancy, CNSL: Level 5 Takes responsibility for understanding client requirements, collecting data, delivering analysis and problem resolution. Identifies, evaluates and recommends options. Collaborates with, and facilitates stakeholder groups, as part of formal or informal consultancy agreements. Seeks to fully address client needs and implements solutions if required. Enhances the capabilities and effectiveness of clients, by ensuring that proposed solutions are fully understood and appropriately exploited. Financial management, FMIT: Level 4 Monitors and maintains financial records to agreed requirements for compliance and audit. Assists with identifying and calculating process, service, project and component costs for financial planning and budgeting. Collates required financial data and reports for analysis and to facilitate decision-making.

Contract management, ITCM: Level 4

Sources and collects contract performance data (such as pricing and supply chain costs), and monitors performance against key performance indicators.

Monitors progress against business objectives specified in the business case. Proactively manages risk and reward mechanisms in the contract.

Identifies and reports under-performance and develops opportunities for improvement. Monitors compliance with terms and conditions and takes appropriate steps to address non-compliance.

Identifies where change is required, and plans for variations. Ensures, in consultation with stakeholders, that change management protocols are implemented.

Quality management, QUMG: Level 4

Assists in the development of new or improved practices and organisational processes or standards.

Assists projects, functions or teams in planning the quality management for their area of responsibility.

Facilitates localised improvements to the quality system or services.

Risk management, BURM: Level 4

Carries out risk management activities within a specific function, technical area or project of medium complexity.

Identifies risks and vulnerabilities, assesses their impact and probability, develops mitigation strategies and reports to the business.

Involves specialists and domain experts as necessary.

Investment appraisal, INVA: Level 4

Develops and documents investment appraisals for a range of different projects.

Identifies suitable appraisal techniques based on the characteristics of a project.

Collects the information required to create an investment appraisal in collaboration with internal and external stakeholders. Presents findings of investment appraisals to selected stakeholders.

Refines and maintains investment appraisals.

Performance management, PEMT: Level 4

Provides operational direction, support and guidance to assigned colleagues.

Allocates routine tasks or project work, in line with team objectives and individual capabilities. Monitors quality and performance against agreed criteria to make learning recommendations or to escalate concerns.

Coaches colleagues in developing target skills and capabilities in line with team and personal goals.

Facilitates effective working relationships between team members.

Stakeholder relationship management, RLMT: Level 5

Identifies the communications and relationship needs of stakeholder groups. Translates communications/stakeholder engagement strategies into specific activities and deliverables.

Facilitates open communication and discussion between stakeholders.

	Acts as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. Provides informed feedback to assess and promote understanding. Facilitates business decision-making processes. Captures and disseminates technical and business information.
KEY RELATIONSHIPS:	<u>Internal</u> Project sponsors Managers Strategy, Analytics and Reporting office Enterprise Project Management Office (Operations Division) Executive Planning Team (EPT) Chairs Project/Program Steering Committee, Project Team(s) Clients Customers <u>External</u> Vendors and Service Providers Contractor and Consultants
QUALIFICATIONS AND EXPERIENCE:	<u>Essential</u> A relevant tertiary level qualification (in project management, information technology or a relevant business discipline) and/or recognised qualification(s) appropriate to the role (e.g. PRINCE2, PMP). Considerable experience in Information Technology (IT) project management and delivering IT projects. Proven experience working with project management methodologies and tools, including scoping, planning, resourcing and monitoring project outcomes. Proven ability to analyse and interpret information, prepare written reports, deal with challenges creatively and achieve business, client focused solutions. Demonstrated commercial acumen. <u>Preferred</u> Extensive experience in Information Technology project management in a large or complex organisation. Demonstrated project leadership experience. Demonstrated experience in procurement and contract administration, contract and consultant management.
TECHNICAL SKILLS AND KNOWLEDGE:	High degree of computer literacy and numerical data analysis skills - Advanced Excel. Excellent financial acumen and reporting skills with fluency in preparing spreadsheets, managing project budgets and understanding project financial information. Demonstrated experience in working with Project Portfolio Management systems (an advantage).
SPECIAL REQUIREMENTS:	At the University, we are required to be compliant with the Public Records Act 2005 and Privacy Act 2020. Staff are expected to participate in available training to understand these requirements and effectively manage information accordingly.
DIRECT BUDGET ACCOUNTABILITY:	Authorises expenditure from another person's budget in accordance with University financial delegations. Responsible for the day-to-day management of each project budget.
MĀORI STRATEGIC FRAMEWORK	Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.
PACIFIC STRATEGIC FRAMEWORK	Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

HEALTH AND SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

SKILLS FRAMEWORK FOR THE INFORMATION AGE (SFIA)

Digital Projects Manager

Role Type: Projects Manager

SFIA Levels of responsibility

Autonomy	5	Influence	5	Complexity	5	Business Skills	5	Knowledge	5
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SFIA Skills Profile

Category	Subcategory	Skill	Code	L1	L2	L3	L4	L5	L6	L7
Change and transformation	Change implementation	Project management	PRMG							
Strategy and architecture	Advice and guidance	Consultancy	CNSL							
Strategy and architecture	Strategy and planning	Financial management	FMIT							
Relationships and engagement	Stakeholder management	Contract management	ITCM							
Strategy and architecture	Governance, risk and compliance	Quality management	QUMG							
Strategy and architecture	Governance, risk and compliance	Risk management	BURM							
Strategy and architecture	Strategy and planning	Investment appraisal	INVA							
People and skills	People management	Performance management	PEMT							
Relationships and engagement	Stakeholder management	Stakeholder relationship management	RLMT							

<https://help.sfia.nz/hc/en-nz/sections/4407230514201-Levels-of-responsibility>

<https://sfia-online.org/en/sfia-8/sfia-views/full-framework-view?path=/glance>