

<b>Job Title:</b>	<b>Project Manager</b>
<b>Function:</b>	<b>Technology and Innovation</b>
<b>Reports to:</b>	<b>Head of Digital</b>
<b>Last review date:</b>	<b>December 2023</b>

He huanui oranga mo ngā mokopuna whakatipuranga roto i ngā hapori heke iho, heke iho -  
*Setting the path of wellness in our communities for the early years, for generations to come.*

## Whānau Āwhina Plunket – who we are and what we are about

Whānau Āwhina Plunket is a charity organisation and the largest service supporting the health and wellbeing of tamariki under-five and their whānau in Aotearoa. We're proud to visit over 80% of all newborn babies in Aotearoa and to support pēpē, tamariki and their whānau.

We aim to be a cohesive and effective national organisation grounded in evidence and best practice, with the needs of New Zealand whānau and families at the centre of everything we do.

Our Whānau Āwhina Plunket Goals are:

Pae Ora: Healthy Futures:

- **Mauri Ora:** Healthy babies and children
- **Whānau Ora:** Healthy confident families
- **Wai Ora:** Healthy environments and connected communities

We are on a pro-equity journey where we strive to give life to Te Tiriti o Waitangi principles of Tino Rangatiratanga, partnership, active protection, equity and options in our mahi/work to ensure healthy tamariki, confident whānau and connected communities.

## Whānau Āwhina Plunket Values

In this role you will be expected to operate in a way that embodies and demonstrates Whānau Āwhina Plunket values as follows:

- **Māia** – to be courageous and lean into discomfort and challenge as we walk the path of pro-equity
- **Tūhono** – to connect and stand in relationship in calm and safe spaces (āhuru Mōwai)
- **Manaaki** – to care, love, nurture, support and mana enhancing. Respects mana atua, mana tīpuna, mana whenua, mana tangata
- **Māhaki** – to be humble as we share our knowledge experience to understand and learn from each other and foster trust.

## Purpose of the Position

Lead the scoping of assigned project deliverables from key strategic deliverables and /or specific initiatives aligned to the Plunket programme of work. This role will then undertake the project management of each stream of work to enable the delivery on the agreed outcomes, time, cost and quality and ensure that Plunket achieves the outcomes. The portfolio of work includes implementation of a mixture of deliverables incorporating external partners and process.

## Key Dimensions of the Position

**Delegations:** The position's full delegations are set out in the Schedule of Delegations and may be amended from time to time.

**Functional relationships:** *To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:*

### Internal:

- Service Delivery teams
- Digital team
- Communications
- Finance
- Ringa Raupa
- Executive Leadership teams

### External:

- Relevant Suppliers

## Key accountabilities

Ensuring all work is aligned towards Plunket's goals the main duties and responsibilities of the job include:

### Project Management

- Complete all tasks in line with the project methodology and ensure projects are delivered on time, on budget and within an acceptable quality. Keeping relevant documentation up to date (risk & issue registers, reporting, project plans) as well as identifying actual and potential risks to project implementation and develop strategies to minimise/eliminate them

### People Management

- Project Management delivery
- Co-ordination and implementation of change
- Effective management of all project resources, including people
- Knowledge sharing and growth of Plunket Project management capabilities

### Leadership:

- Provide Project Management expertise
- Strong interpersonal skills including mentoring, coaching, collaborating and managing complex environments
- Ability to lead a Project Team, provide direction, ensure a project is related to its goals and able to undertake work & documentation when required

**Relationship Management:**

- Working with the Programme Delivery Team to share and maintain practice, delivery methodology and processes
- Ability to build and maintain strong vendor relationships
- Demonstrated ability to work with peers to assist in the consistent delivery of projects
- Work closely with business change leads to plan and schedule change activity
- Stakeholder management at all levels in the business

**Health & Safety**

- Manage own personal health and safety, and take appropriate action to deal with workplace hazards, accidents and incidents
- Ensure own and others' safety at all times and observe health and safety practices in all workplace activities
- Understand the responsibility individuals and their manager play in health and safety
- Team training is up-to-date and all team members can demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe
- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting
- Identify and report all incidents, accidents, and near misses in accordance with policy

**Focus On Equity**

Work in partnership across Whānau Āwhina Plunket to embed Te Tiriti o Waitangi and pro-equity principles into day to day practice by:

- Demonstrating our organisational values Māia, Māhaki, Tūhono and Manaaki.
- Participating fully in all Māori cultural training and development opportunities provided.
- Role modeling culturally appropriate practices and language.

**Position Description and Scope of Duties**

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Plunket's Performance and development programmes.

## Person Specification

**Qualifications and Background**

The role will ideally possess the following technical skills/knowledge and personal attributes:

- At least 7 years of relevant project management experience, working with vendors, strategic partners and internal stakeholders
- Industry recognised Project Management Certification

- Comfortable with both waterfall and agile delivery approaches
- Outstanding Stakeholder management experience at all levels
- Experience managing cross functional teams and vendor delivery
- Thorough understanding of Project Management Frameworks
- Well developed leadership, communication and influencing skills – both written and verbal
- Plan and manage multiple, concurrent projects spanning several business units and levels of people within the organisation and externally
- Experience in social or health services is desirable

**Competencies**

**ACE-Ability**

Plunket’s behavioural competency model is made up of three dimensions of personal behaviour - Connection to Plunket, Adaptability and Emotional Maturity.

**Adaptability**

**Thinking**

- Is comfortable with complexity - understands alternative worldviews
- Can see beyond face value to identify new, sustainable opportunities
- Keeps perspective and is pragmatic and solutions focused
- Able to accept and work with ambiguity and change

**Interpersonal**

- Is committed and capable of expanding professional/social networks
- Is strong enough to confront and deal with difficult people/issues
- A self-starter who can support and motivate key managers and staff

**Connection to Plunket’s Direction**

- Has a high level of energy and commitment to achieving Plunket’s vision
- Has a broad range of engagement
- Is committed to adapting and improving their own practice
- Is committed to growing the business and developing relationships

**Emotional Maturity**

- Is non-reactive and objective and maintains a high level of integrity
- Understands the degree of influence in their role
- Understands own limitations

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

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Role title

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Date

\_\_\_\_\_

Manager role

\_\_\_\_\_

Date

