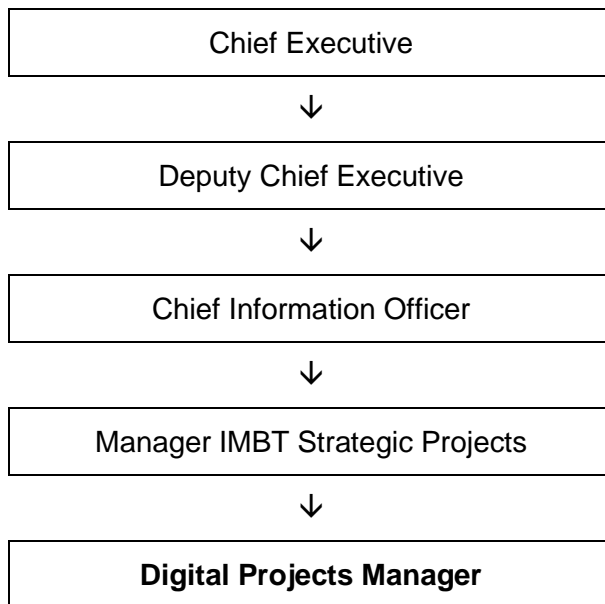


## POSITION DESCRIPTION

<b>Position:</b>	<b>Digital Projects Manager</b>
<b>Team:</b>	Information Management & Business Transformation
<b>Group:</b>	Corporate
<b>Responsible To:</b>	Manager IMBT Strategic Projects
<b>Responsible For:</b>	Nil
<b>Organisational Context:</b>	



## **Tirohanga Whānui - Council's Vision for the Community**

Heretaunga Whenua Houkura, Heretaunga Hapori Ora  
Fertile Land, Prosperous People

## **Kaupapa Mātāmua - Our Organisational Mission**

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki  
Working for our people and our place, today and tomorrow

## **Ngā Uara – Our Values**

### **Te Mahi Tahi - Working Together**

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### **Mana Tangata - Respecting Others**

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### **Te Whakaaweawe - Making a Difference**

- We strive for excellence
- We are all accountable
- We serve our community with pride

### **Oranga Tangata - Supporting Wellbeing**

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## **Working effectively with Māori**

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## **Context**

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## **Purpose of Position**

**This role is part of the Corporate Group. The Group includes Information Management & Business Transformation (IMBT) and Risk**

**The Information Management and Business Transformation (IMBT) team is responsible for providing excellent technology solutions and services across Council – including day to day operations, transformation, and leading the transition to a digital-first organisational ethos.**

**The primary focus of the Digital Projects Manager role within the IMBT team is to lead the delivery of technology-based projects.**

**The Digital Projects Manager ensures project outcomes are delivered to time, cost, and quality targets and projects are managed in line with Council's policies and standards.**

**Through the lifecycle of projects, the Digital Projects Manager is responsible for the planning and execution of the project activities, predicting and requesting the resources needed, monitoring, and reporting on resource utilisation, managing the funds assigned to the project, assessing, and managing project risks and issues.**

**The role will need to continually engage with project stakeholders at all levels, gaining and retaining buy-in and support for projects objectives, and overcoming obstacles in the successful delivery of projects. The Digital Projects Manager plays a key role in establishing and maintaining an environment that supports all project team members to contribute their best and understand the goals of projects, including team members provided by 3rd parties.**

**The Digital Projects Manager will ensure reporting to project governance and oversight groups, the Manager IMBT Strategic Projects, and to other relevant groups/stakeholders is accurate and timely, and that project management information is maintained and up-to-date and in line with required standards.**

## **Other**

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.

- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

**Key work areas for which this position will have a responsibility are:**

**Project Management**

- Applies appropriate project management methods and tools.
- Agrees to project approach with project governors and stakeholders.
- Prepares detailed project plans, which are formally approved by project governors.
- Identifies and enhances opportunities to realise project benefits.
- Identifies, monitors, and manages risks effectively.
- Tracks activities against project schedules, managing stakeholder involvement as appropriate.
- Ensures that project deliverables are completed according to the agreed time, quality, and budget tolerances.
- Ensures that project plans and all associated documents are maintained in good order.
- Manages the change control process and assesses and manages risks.
- Delivers regular and accurate communication to project governors and stakeholders.
- Works alone or with assembled teams actively participating in all phases of assigned projects.
- Provides effective leadership to the project team.

**Requirements Definition and Management**

- Defines and manages scoping, requirements definition, and prioritisation of activities.
- Follows agreed standards and applies appropriate techniques to elicit and document detailed requirements.
- Provides constructive challenge to stakeholders as required.

**Stakeholder Relationship Management**

- Develops and enhances customer and stakeholder relationships.
- Implements stakeholder engagement and communications plans.
- Collects and uses feedback from customers and stakeholders to help measure the effectiveness of stakeholder management.
- Manages issues, facilitates resolutions, corrective actions, lessons learned, and the collection and dissemination of relevant information.
- Facilitates business decision-making processes.

**Supplier Management**

- Acts as the contact point or manages delegated contact with vendors and suppliers.
- Supports resolution of supplier-related incidents, problems, or unsatisfactory performance.
- Collects, monitors, and reports on supplier performance, customer satisfaction, and adherence to security requirements and market intelligence.
- Implements supplier management-related service improvement initiatives and programmes.

**Records and Reporting**

- Produce accurate reports as required for project governance.
- Adhere to council's records management guidelines with project documentation.

## Important Functional Relationships

### External

Software vendors  
Third Party suppliers and consultants

### Internal

Project Steering Group  
Project Team  
Stakeholders  
IMBT Team  
All staff & Contractors  
Leadership Team  
Councillors

### Committees/Groups

## Person Specification

### Qualifications

#### Essential

- Prince2/PMP qualification, or proven project management methodology.

#### Desirable

- Business Analyst certification
- AGILE Project Management Certification
- Change Management Certification (Prosci or similar relevant certification)

## Knowledge/Experience

#### Essential

- 2 yrs. experience managing projects using an proven methodology.
- Confidence using the Microsoft suite of business applications.
- Experience with an industry recognised project management software.
- Creation and maintenance of project plans, registers, schedules, and reporting.

#### Desirable

- Previous experience in an NZ based Council or environment.

## Key Personal Competencies

- Is an active listener
- Excellent communication skills
- Presentation skills
- Relating and Networking
- Persuading and influencing
- Formulating Strategies and Concepts
- Deciding and Initiating Action
- Coping with Pressures and Setbacks

## Personal Attributes

- Commitment to making a difference to community life and services in the Hastings district.
- Commitment to delivering high quality solutions to organisational needs.
- Demonstrating integrity and honesty
- Taking ownership and responsibility for their work and actions

- Takes responsibility for the consequences of own actions, decisions and behaviour.
- Accepts full responsibility for self and contribution as a team member; displays a strong commitment to organisational success.
- Understands the workings, structure, and culture of the Council as well as the political, social, economic, and service delivery issues affecting the organisation.
- Demonstrates an open-minded approach to understanding people.
- Treats all people fairly and consistently.
- Effectively collaborates with people from diverse backgrounds.
- Working within and role modelling the organisation values
- Being highly professional in their conduct and acting as a positive role model for others.
- Driving for team success over personal success
- Continuous improvement mindset and implementing/maintaining best practice frameworks