

Position Title

Property Project Manager

Group

Services Group

Division

Asset Management Division

Reports To

Asset Development Manager

Date Created/Updated

June 2015

About the Ministry

The Ministry of Foreign Affairs and Trade works to make New Zealand's voice heard overseas and contributes directly to the security and well-being of all New Zealanders.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Our work:

Leadership

- amplifies New Zealand's influence and standing in the world;

Prosperity

- delivers improved prosperity for New Zealand and our region;

Kaitiakitanga

- delivers solutions to global challenges, for the benefit of present and future generations;

Stability

- delivers security and resilience to our country, our people, and our region.

Our values are professionalism, leadership, respect, collaboration and innovation.

About the Group

The Services Group is responsible for providing a range of functions and services to enable business groups to achieve their outcomes. These functions include Finance, Property, Security, Integrated Delivery, Procurement and Information Management. Each of these divisions provides a client focused, coordinated service to Wellington and off shore posts.

About the Division

The Asset Management Division is responsible for leading the strategic and tactical asset planning and management of the Ministry's properties and other assets. The Ministry has a network of 100+ office and Official Residence premises overseas, providing facilities and work environments for staff to conduct the Government's official business effectively. It also has approximately 250 offshore staff residential properties, related assets and post vehicles.

About the Position

This specialist role forms part of a team managing a property portfolio comprising offices at 57 overseas posts and 100+ office and Official Residence premises. The portfolio is a mixture of owned and leased properties across diverse locations.

Areas of concentration most relevant to this position include project management for major capital works (primarily office fit out projects), provision of advice on project practices and systems to achieve best operational efficiencies. The role is expected to handle more than one project/activity at a time.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose.

- Role specific
 - Manage the development of the detailed project scope, detailed design and implementation phases of allocated major capital works projects.
 - Prepare customised project documentation to define, manage and deliver projects to scope, on time and within budget.
 - Collaborate with Regional Asset Managers in the first instance and as directed with post management and stakeholders (including relevant Divisions and Government Agencies).
 - Contribute to the preparation of the capital investment case for project approval
 - Prepare and manage timeline, key milestones and budget in conjunction with the project team
 - Assist in the selection and engagement of architects and other project consultants
 - Manage the selected project team through to completion, to deliver successful outcome
 - Develop and refine, in conjunction with other AMD staff, improved formal project management processes and documentation, including preparation and delivery of fortnightly individual project reports, to improve effective project management.
 - Provide technical, construction and/or asset management advice to colleagues and input to systems improvements.
 - Provide guidance and assistance to Regional Asset Managers (RAM) in Project Management policy and planning and undertake peer review of project documentation.
 - Delivery of other ongoing commitments (baseline work) to achieve Division goals.
- Leadership
 - Contribute to the division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
 - Demonstrate the organisation's values, goals, policies and procedures in all aspects of work
 - Buddy new members of the team supporting a culture of learning and sharing of experiences
- Relationship Management
 - Develop and maintain key relationships both internally and externally in order to advance the division's objectives
- Organisational Responsibilities
 - Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework

- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
 - Contribute to the preparation and reporting requirements of the Ministry
 - Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
 - Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
 - Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry's Strategic Framework
 - Contribute to Ministry-wide projects and emergency response situations
 - All other duties as requested by the employer
- Knowledge Management
 - Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders
 - Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

Qualifications, Skills, knowledge & experience

The following are required:

Qualifications

- A qualification and experience in relevant property project management is essential. Relevant overseas experience is highly desirable.

Skills

- Well-developed understanding and implementation of property project management methodology, practices and systems
- Appreciation and understanding of the technical matters associated with property projects
- Problem solving skills and an ability to develop and implement innovative solutions

- Ability to multi task, manage multiple priorities and competing demands
- Strong financial management.
- Ability to convey complex information logically and concisely in both written and oral forms.
- Ability to research and analyse issues and develop appropriate recommendations
- Strong oral and written communication skills.
- Strong interpersonal skills.
- Ability to work under pressure.
- Ability to work as part of a team.
- Ability to work with staff from all levels of the organisation
- Ability to facilitate and coordinate tasks.
- Good policy formulation skills and sound judgement.
- Sensitive to and appreciative of EEO issues.
- Ability to work with people from other cultures.
- The ability to facilitate complex tasks in a multi-disciplinary environment.
- Flexibility to travel internationally, sometimes at short notice
- Strong computer literacy including Microsoft Word, Excel and Project and other related productivity tools

Experience

- Minimum of five years successful experience in leading property projects in the property/construction industry (including office fit outs), and successfully managed more than one project simultaneously.

Relationships

The position is required to build and maintain the following relationships:

Internal

- Divisional teams
- Other MFAT staff, both onshore and offshore

External

- Other government departments and agencies
- Diplomatic missions
- Architects and Designers
- Structural and Electrical Engineers
- Contractors/Trades People

Delegations

As set out in the Ministry's Instrument of Delegation

Mandatory Role Requirements

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship.