

Position Description

Position Title - Ingoa Tūranga

Project Manager - Property and Technical Security (403598)

Group - Puni

People and Operations Group (P&O)

Division - Tānga

Security and Organisational Resilience Division (SORD)

Reports to - Menetia

Property and Technical Security Manager (401150)

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi/te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges.
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections.
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore.
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The purpose of this Project Manager - Property and Technical Security position is to contribute to the delivery of the property capital works programme by providing expert construction and/or fit out management and leadership. The role will have responsibility to drive the investment deliverables and outcomes across initiation, planning, execution, controlling and close phases by applying best practice management, governance, change management and benefits realisation disciplines. Depending on size of individual projects within the Delivery Pipeline, the Project Manager will be responsible for one or multiple projects.

This position will be part of a small and integrated team with a focus on leveraging the collective experiences and expertise of the team to deliver high quality and innovative outcomes.

This position may participate in MFAT emergency responses as required. This may include work outside of normal hours.

Key Accountabilities - Kawenga Matua

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

- Manage the development of the detailed project scope, detailed design and implementation phases of allocated major capital works projects.
- Contribute to the development, review and approval of business cases as/when required.
- Manage the production of all project documentation (including appropriate budgets, programmes, Project Management Plans and acceptance and hand over of the deliverables of the project(s) to auditable standards.
- Responsible for project deliverables and benefit enablement within approved budgets, timelines and scope. Where corrective action is required provide timely escalations with clearly defined issues, options and resultant project outcomes.
- Identify, communicate and manage risk through the life cycle of the project.
- Identify, plan, facilitate and control change through the life cycle of the project.
- Issue formal reporting of project progress against an agreed plan, timetable and budget including making sound recommendations to appropriate governance bodies.
- Develop, maintain and strengthen partnerships with internal and external stakeholders, AMD team, and the post network.
- Prepare and manage timeline, key milestones and budget in conjunction with the project team
- In conjunction with the Commercial Division (COD), lead the procurement and contracting of professional services and other project consultants
- Working alongside the Post, relevant Ministry P&O Group Divisions and external service providers to manage the overall project team through to completion, to deliver successful outcome
- Provide technical, construction and/or asset management advice to colleagues and input to systems improvements.
- Provide guidance and assistance to internal stakeholders 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 specific planned projects to realise its strategic priorities and high-level outcomes
- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work
- Coach and mentor team members by fostering high standards in the quality of outputs and promoting a culture of learning, innovation, sharing experiences and constructively challenging thinking
- Using the MFAT framework, policies and programmes, identify and encourage team members to develop specialised skills, knowledge and experience in priority areas as required to deliver the Ministry's Strategic Framework

Health and Safety

- The Ministry is committed to providing a safe, healthy and secure working environment for all staff, contractors and other workers, both on- and off-shore.
- All Ministry managers, employees, secondees and contractors have health and safety responsibilities and are expected meet these and contribute to ensuring the Ministry is a healthy and safe place to work by:
 - a. Notifying management of any hazards or potential hazards
 - b. Undertaking work and using equipment as specified in relevant documentation
 - c. Reporting incidents, injuries and near misses
 - d. Acting in a safety conscious manner at all times, and
 - e. Supporting the Ministry's health and safety initiatives
- In addition to the above, as a Project Manager you are required to demonstrate leadership of all health and safety matters for your area of responsibility. The means ensuring the Ministry complies with its obligations under the Health and Safety at Work Act 2015 and that workers are operating in an environment where health and safety hazards and risks are appropriately identified, eliminated and mitigated, so far as reasonably practicable. This includes, ensuring that health and safety resources and processes are in place and are being appropriately used in your projects.
- Proactively engaging with staff and contractors is raising awareness of, and addressing, health and safety concerns
- Ensuring incidents, injuries and near misses are recorded, reported and investigated in a timely manner, and
- Undertaking remedial actions as soon as reasonably practicable

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.
- 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.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Project Manager - Property and Technical Security will have the following experience, skills and knowledge:

Experience:

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

Skills and knowledge:

- Well-developed understanding and implementation of property project management methodology, practices and systems.
- Sound knowledge of the technical matters associated with property projects.
- Problem solving skills and an ability to develop and implement innovative solutions.
- Ability to multitask, manage multiple priorities and competing demands.
- Good at problem solving and lateral thinking.
- A good leader and manager, as well as a team player.
- Must have strong fiscal management skills.
- Ability to convey complex information logically and concisely in both written and oral forms.
- Ability to research and analyse issues and develop appropriate recommendations.
- Ability to work under pressure
- Ability to work with staff from all levels of the organisation.
- 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.
- Strong computer literacy including Microsoft Word, Excel and Project and other related productivity tools.
- A qualification and experience in relevant property project management is essential. Relevant overseas experience is highly desirable.
- Ability to work flexibly to manage engagements across time zones.
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.

Relationships - Pātahitanga

The Project Manager - Property and Technical Security position is required to build and maintain the following relationships:

Within the Ministry:

- Asset Management Division
- P&O Group Divisions
- Project Managers and Project Teams
- Governance members and support functions
- Key stakeholders (including project business owners and network operators)
- MFAT support function staff

Outside the Ministry:

- Other government agencies
- Central agencies
- Construction Consultants and Contractors

Delegations - Whakatautapatanga

- The role is responsible for the management of ONE direct report.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

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

References

- **Ministry's Strategic Intentions**

Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>