

POSITION DESCRIPTION

Position: Senior Project Manager

Date: April 2024

This position description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the organisation.

Who we are as an organisation and what we are about

Everything we do is related to our **vision and purpose** – *a safe and secure aviation system - so people are safe and feel safe, when they fly.*

We will have the following **impacts**:

Being safe – fewer people die or sustain injury while participating in the aviation system.

Feeling safe – people's choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **pathways** to achieve this are:

Leadership and influence – through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

Active regulatory stewardship – we monitor and care for the civil aviation regulatory system through our policy and operational activities.

Professional regulatory practice – we act to identify risk and reduce it through intelligence-led intervention.

Scope

Reports to: Manager Capability Delivery

Group: AvSec Strategic Development Group

Location: National Office Wellington

Role Overview

Effective performance in this role contributes to ensuring successful national implementation of new AvSec security equipment and capabilities across the Horizon 2030 Portfolio.

The Senior Project Manager is responsible for leading planning and delivering initiatives under the Horizon2030 strategic plan. They will design, plan and manage changes to deliver the outcomes required, including the development of business requirements, project business case, procurement plans and initiation documents, working as the interface between the Authority EPMO, project governance groups and the Investment Committee for the associated approval gates for each project.

The timeframe for the expected completion date of this project is anticipated to be 18 months. National travel and overnight stays will be a requirement of this job.

Core Responsibilities

- Responsible for overall design and overseeing implementation of the project work plan within the Horizon 2030 Portfolio.
- Deliver the completed project within the timeframe established, using appropriate project methodology and processes.
- Develop the plans and schedule for project completion, effectively allocating resources to appropriate activities that need to be actioned.
- Identify and manage risks and resolve any issues that may arise relating to schedules and scope in order to ensure delivery of a successful work plan over the period.
- Establish and maintain relationships with internal and external stakeholders, in order to assist in the smooth delivery of project initiatives and/or activities.
- Influence and negotiate, when necessary, with internal and external stakeholders to ensure their commitment to the respective projects.
- Prepare and deliver formal presentations and communications to AvSec management (local and regional), stakeholders and the project team as required.
- Monitor the progress of the work plan and adjust if required, consulting with and providing updates to the Manager Capability Delivery, and the ELT.
- Manage the project budget, monitor, and report all budgeted expenditures and variances on a regular basis and in accordance with AvSec's policies and procedures.
- Utilise project planning, monitoring, and reporting systems in accordance with the Authority's expectations.
- Manage the implementation of the project, to be supported by a selected project team.
- Oversee the project team members providing direction and support to other project managers, the project work streams, and provide effective project team leadership, guidance, and support as necessary to successfully implement actions derived from the work plan.
- Ensure that project risks, issues, dependencies, and inter-dependencies are identified and managed appropriately.

- Ensure appropriate project documentation is maintained, is accurate, up-to-date, timely and informative.
- Establish and maintain sensible and robust administrative and management systems

Ensure that all tasks undertaken are supported by the relevant updates to “as built” documentation and drawings, and appropriate updates are made to the Equipment Asset Register.

- Provide ad hoc task support to Manager Capability Delivery, as required.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority’s commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.

Outcomes

- The Authority is a safe workplace and meets legislative standards.
- AvSec contributes to the overall business goals of the Authority.
- AvSec provides an efficient security service to the New Zealand aviation system.
- AvSec has a positive effect on passenger security and safety in New Zealand.
- AvSec is a safe workplace and meets legislative standards.
 - AvSec has a clear strategic focus and capability that generates meaningful information and knowledge.
 - AvSec has a robust and high-quality project development and delivery programme.
 - AvSec is able to effectively support and maintain its technical equipment and capabilities.

Skills and Experience to be Successful

- Must be able to obtain and maintain a security clearance at ‘Confidential’ level.
 - Minimum of 5 years’ experience as a Project Manager
 - Prince2 or PMP certification or equivalent.
 - Highly developed interpersonal and relationship management skills, with demonstrated ability to communicate with internal and external stakeholders and senior managers.
 - Exceptional written and oral communication skills.
 - Proven ability to build professional credibility.
 - High degree of judgment, with the ability to prioritise across competing objectives.
 - High motivation with the ability to work with minimal supervision and the flexibility to handle change and re-prioritise work.
 - Experience and understanding of the project environment, including common use methodologies, e.g., Prince2.
 - High level of proficiency in the use of standard office automation products and tools including MS Office suite (Word, Excel, Visio, PowerPoint).
 - Working knowledge or experience of Aviation Security technologies.
 - Relevant tertiary qualification.

Day-to-day, all team members need to be flexible, able, and willing to step in for each other, perform some cross-functional tasks and interpret needs where there is ambiguity.

Core Competencies	
Interpersonal Savvy – Relating openly and comfortably with diverse groups of people	<ul style="list-style-type: none"> • Relates comfortably with people across levels, functions, culture, and geography • Acts with diplomacy and tact • Builds rapport in an open, friendly, and accepting way • Builds constructive relationships with people both similar and different to self • Picks up on interpersonal group dynamics
Decision Quality – Making good and timely decisions that keep the organisation moving forward	<ul style="list-style-type: none"> • Makes sound decisions, even in the absence of complete information • Relies on a mixture of analysis, wisdom, experience and judgement when making decisions • Considers all relevant factors and uses appropriate decision-making criteria and principles • Recognises when a quick 80% solution will suffice
Plans and Aligns - planning and prioritising work to meet commitments aligned with organisational goals.	<ul style="list-style-type: none"> • sets objectives and goals • breaks down objectives into appropriate initiatives and actions • stages activities with relevant milestones and schedules • anticipates and adjusts effective contingency plans
Collaborates – Building the partnerships and working collaboratively with others to meet shared objectives	<ul style="list-style-type: none"> • Works cooperatively with others across the organisation to achieve shared objectives • Represents own interests while being fair to others and their areas • Partners with others to get work done • Credits others for their contributions and accomplishments • Gains trust and support of others
Manages Complexity - Making sense of complex, high quality and sometimes contradictory information to effectively solve problems	<ul style="list-style-type: none"> • Asks the right questions to accurately analyse situations • Acquires data from multiple and diverse sources when solving problems • Uncovers root causes to difficult problems • Evaluates pros and cons, risks and benefits of different solution options
Customer Focus - Building strong customer relationships and delivering customer centric solutions	<ul style="list-style-type: none"> • Gains insight into customer needs • Identifies opportunities that benefit the customer • Builds and delivers solutions that meet customer expectations • Establishes and maintains effective customer relationships
Resourcefulness – Securing and deploying resources effectively and efficiently	<ul style="list-style-type: none"> • Marshals resources (people, funding, material, support) to get things done • Orchestrates multiple activities simultaneously to accomplish a goal • Gets the most out of limited resources • Applies knowledge of internal structures, processes, and culture to resourcing efforts
Tech-Savvy – Anticipating and adopting innovations in business-building digital and technology applications	<ul style="list-style-type: none"> • Anticipates the impact of emerging technologies and making adjustments • Scans the environment for new technical skills, knowledge, or capabilities that can benefit business or personal performance • Rejects low-impact or fad technologies • Readily learns and adopts new technologies