Job Description

Job details

Job description #	2417
Title	Junior Project Manager
Business Group	Early Learning and Student Achievement
Team	Pay Equity Programme
Salary band	A7
Location	Wellington
Reports to	Programme Manager – Pay Equity
Direct reports	Nil

Organisation Context

Our Purpose	We work together to shape an education system that delivers excellent and equitable outcomes. **Ko tā mātou he waihanga i tētahi pūnaha mātauranga e tuku ai he otinga tōkeke, he otinga hiranga**
Our Behaviours	• We get the job done **ka oti i a mātou ngā mahi** • We are respectful, we listen, we learn **He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou** • We back ourselves and others to win **Ka manawanui ki a mātou me ētahi ake kia wikitoria** • We work together for maximum impact **Ka mahi ngātahi mo te tukinga nui tonu** • Great results are our bottom line **Ko ngā huanga tino pai a mātou whīnga mutunga**
Our core organisational success factors (across all roles and levels)	• Cultivating a customer focused culture • Building a high performance culture • Building strategic business alliances • Creating alignment and accountability

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Job Context

Job Purpose	The Junior Project Manager will work with the Project/Programme Managers to provide efficient and effective advice, administration, planning, co-ordination and support of the work streams within the Pay Equity Programme, which sits under the Education Workforce Unit within the Early Learning and Student Achievement (ELSA) Group. Each pay equity claim is being managed as a separate work stream, however there will be dependencies to manage and lessons to be learned from the first claims settled. Please note, this is not an IT Project Management role.

Accountabilities

Key accountabilities	Key activities
Project Management	• Provide logistical support for project team members including programme & project planning, scheduling and resource control, implementing appropriate risk, issue, change, dependency, quality, communications and contract controls, implementing, managing and controlling project standards; maintain calendar for project meetings and reporting schedules; provide administrative support for Project Board members and meetings. • Undertake human resource duties including staff inductions and ensuring that work spaces are set up for new staff as required. Support skills transfer of project and programme delivery using relevant toolsets, project and programme standards and controls. • Support the recruitment/procurement of project resources (staff, devices and accommodation) to deliver the projects included in the annual delivery plan.
Building effective relationships and conflict resolution	• Use relationships as the foremost tool to achieving the best outcomes for all with all levels and categories of stakeholders and customers. • Support the management of effective relationships to progress project delivery and build the Ministry's reputation with our key stakeholders and where necessary ensure any conflict between parties is resolved, with a strong focus on contractual responsibilities and formal accountability and governance relationships; • Work collaboratively to support other areas of the business as required. • Establish strong working relationships with key stakeholders (unions and NZSTA) to ensure effective engagement

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Job specific competencies

Behavioural expectations of all people linked closely to our mission and behaviours and Code of Conduct. To be successful in your role, you'll need to display the behaviours and attitudes that are described in our competency framework.

Capability	Level	Expectation
Leading with influence	3	• Leads with purpose (i.e. chart a clear direction for a team). • Persuades and inspires others (i.e. engages others in initiatives). • Communicates clearly (i.e. tailors messages so that they resonate with a range of different audiences). • Communicates with impact (i.e. conveys energy, urgency, confidence, and a sense of ease).
Enhancing organisational performance	2	• Strengthens team performance (i.e. leads process improvements which achieve gains in effectiveness and efficiency). • Fosters a continuous improvement culture across the team (i.e. so that team members are encouraged and empowered to identify and seize opportunities to enhance business performance). • Leads innovation across the team (i.e. encourages and implements innovative solutions across the team).
Enhancing system performance	3	• Manages internal relationships (i.e. contributes to their leadership team [of peers], works collaboratively with others across the organisation, and encourages others in the team to adopt an organisation-wide view). • Manages external relationships (i.e. leverages strong relationships with a range of external stakeholders to deliver customer outcomes).
Developing talent	2	• Develops others (i.e. share own experiences and learnings; and demonstrate and teach specific technical skills).
Managing work priorities	3	• Manages and delivers on work priorities (i.e. uses sound work management practices to organise their team's work priorities, so that they deliver on work commitments). • Purposeful about where they invest their time (i.e. takes a deliberate work management approach which strikes an effective balance between proactive and responsive work activities).
Tātai Pou	Developing	Demonstration of Tātai Pou competencies at least a Developing level: • Pou Hono – Valuing Māori • Pou Mana – Knowledge of Māori content • Pou Kipa – Achieving equitable and excellent education outcomes for Māori

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Key working relationships

Internal	Type of relationship
Pay Equity Programme Team	Collaboration and providing change and implementation advice
	Build and maintain effective working relationships, particularly with the Programme /Project Manager(s)
Employment Relations Team	Collaboration and providing change and implementation advice
	Build and maintain effective working relationships
Implementation Team	Collaboration and providing change and implementation advice
	Build and maintain effective working relationships

External	Type of relationship
Unions and New Zealand School of Trustees Association (NZSTA)	Liaising, and effective working relationships

Technical and specialist capabilities

Qualifications	
Essential	- Experience in project management, either in the capacity of a Junior Project Manager or extensive experience as a Project/Programme Coordinator. - Extensive understanding of project management methodologies, governance and reporting processes, routines, etc. - Experience in managing public sector processes. - Experience supporting projects and programmes in different phases, including initiation and implementation. - Experience managing procurement processes. - Experience developing collateral, from project / programme artefacts to Memos, A3s and other required documentation. - Experience leading workstreams and/or small projects. - An effective leader with exceptional team building skills.
Desired	- A qualification in project management e.g. MSP, PRINCE2, or Agile - Project Management. - Experience in Employment Relations related initiatives sector

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Expertise, Knowledge and skills	• Demonstrated problem solving and solutions experience • Previous experience providing co-ordination support in a project or programme environment (essential) • Proficient with Microsoft Word, Excel, PowerPoint, Outlook, and Visio • Familiarity with Microsoft Project or similar project management software is desirable • Project management knowledge through formal training and/or experience is desirable • Use or quickly learn to use the organisation's technology, methodologies, tools and templates • Ensure the adherence of others to Ministry project/programme management processes • Sound understanding of Machinery of Government, public sector delivery structures and systems. • Advanced influencing, relationship management and stakeholder engagement skills. • Understanding of best practice service delivery in the public sector internationally. • Understanding of the Treaty of Waitangi and its implications for the work of the Ministry.
Personal attributes	• The ability to work effectively in a collaborative, team environment • Initiative – proactively looks for new and innovative ways of approaching situations and solving problems. Is accountable for achieving required outcomes • Resilience to deal with pressure in a mature way • Uses positive attitude to ensure work progresses appropriately with all involved • Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities • Judgement – commits to an action after developing alternative courses of action that are based on logical assumptions and factual information and that takes into account resources, constraints and organisational values

Position details

Financial Delegation	Nil
People Delegation	Nil
Health, Safety and Wellbeing	I am responsible for: • My own health and safety and that of my colleagues. • Reporting of all incidents and near misses.

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This position has the following specific requirements	• 'Other' worker police vetting • Conflict of interest disclosure

Working conditions

Physical environment	Open plan office
Travel requirements	Occasional travel in New Zealand may be required

Office use	
Approved by	Kate Stone – Senior Advisor, People Capability
Date reviewed & approved	27 September 2019