

Project Manager

Position Description

Directorate:	Finance and Operations	
Reports to:	Head of Project Management Office	
Delegated Authority:	Financial	Nil
	Human Resources	Nil

Tuia te tangata, tuia ngā kōrero, tuia ngā taonga Connecting people, taonga and stories

Te Papa's mission is to understand the past, enrich the present and meet the challenges of the future. Te Papa is more than just the national museum that houses New Zealand's treasures. It is a meeting place, a place for lifelong learning, and a place that inspires a sense of wonder and connection.

Biculturalism is a founding philosophy and practice of Te Papa designed to explore the contribution of Māori language and culture to the life, culture and activities of the museum in small and large ways. Te Papa fosters and nurtures cross-cultural capability, the ability of people of different cultural backgrounds to interact with one another in positive and uplifting ways.

Te Papa's three values Whanaungatanga (Teamwork), Manaakitanga (Respect) and Auahatanga (Creativity) are at the centre of how Te Papa works. Working actively in the cultural sector and in partnership with iwi Te Papa connects people taonga and stories.

Te Papa is an amazing organisation to work for with bold aspirations for the future.

Ka pēhea tō whai wāhi atu The Directorate

The Finance and Operations Directorate enables Te Papa to sustainably deliver on its purpose by creating frameworks and delivering products and services that enable better business outcomes. The group delivers to visitors to Te Papa and to Team Te Papa by leading services across:

- people, safety and culture
- property, facilities and security
- information technology
- finance strategy, operations and procurement
- project management office
- SCA replacement project

Finance and Operations is involved in setting a range of policies and frameworks for the organisation to work within its statutory context, delivering advice and services across Te Papa, significant investment in renewing infrastructure, and keeping visitors and staff safe.

The group ensures that Te Papa is successful and operationally effective, both as a museum, and as a Crown Entity.

Ko te āhua e whai hua ai te tūranga Position purpose

The Project Manager plays a key role in supporting the delivery of all key projects including, the renewal and capital investment development plans as well as providing ongoing administrative

support and coordination support to ensure the efficient running of large programmes of work. The Project Manager manages small scale assigned projects, ensuring projects plans and business cases are approved, work programmes are developed and met and project handovers and close outs are successfully undertaken. Assigned projects involve small to moderate size budgets, project teams and relationship management.

Ka kawea e koe te aha Key accountabilities

- Manages small scale projects / exhibitions including task scheduling, resource analysis, budgeting and risk assessment.
- Manages the Conservation Loans and change programme
- Provides project coordination support to key Te Papa exhibition and capital investment projects
- Provides administrative support to project management services and delivery

Ka kawea e koe te aha ki ētahi atu Key relationships

Internal

- Te Papa Governance Bodies
- Executive Leadership Team
- Finance Team
- Project Sponsor
- Project team members
- Te Papa managers and other kaimahi

External

- Callers and visitors
- External suppliers
- Other key stakeholders (e.g., Ministry of Culture & Heritage)

Ka kawea mai e koe te aha ki Te Papa Knowledge, experience & qualifications

- Previous working experience (3 years+) in a Project Coordination or Project Management role or similar, preferably in the museum, film, or cultural sectors
- Ability to establish and build constructive and professional working relationships with others.
- Proven collaborative working style
- Qualified or part qualified in Prince 2 or PMI or other recognised qualification / membership
Training in Agile project management would be beneficial
- Ability to deliver small scale projects on time and to budget with widely accepted results
- Project analysis skills (the monitoring of progress in key results areas and to deadlines, risk and issue management, ensuring delivery of performance standards)
- Planning and organising skills
- Procurement and contract management experience
- Ability to manage budgets including: developing cost plans and cash flows; maintaining expenditure control; and preparing budget reports.
- High level of competence in, Microsoft Project, Excel, Word, Outlook, Teams
- An understanding of Mātauranga Māori and Mana Taonga and the ability and willingness to work in a bicultural environment.
- Experience developing exhibitions, programmes and/or projects with iwi and other community groups beneficial

Ō mātau whāinga Our expectations

The following Behavioural Competencies are expected from staff across Te Papa.

Navigating for the future	Engaging others	<ul style="list-style-type: none"> Adapt your approach/style to build trust and meet the needs of others Work in partnership with our external stakeholders to achieve our strategic priorities Respect others
Stewardship	Enhancing organisational performance	<ul style="list-style-type: none"> Help biculturalism flourish Make improvements
Identifying and developing our people	Developing talent	<ul style="list-style-type: none"> Lifelong learner
Making it happen	Achieving ambitious goals	<ul style="list-style-type: none"> Achieve high quality results Support and contribute to an environment of excellence
Leadership character	Curious	<ul style="list-style-type: none"> Adjust quickly to new situations, changing circumstances and requirements Open to information and opinions that differ from your own Have a positive attitude Persevere in the face of resistance, obstacles and setbacks Actively listen, show sensitivity and empathy
	Honest and courageous	<ul style="list-style-type: none"> Open with other team members about concerns Demonstrate courage where necessary to achieve results Behave with integrity Maintain confidentiality of information Take accountability for your own actions Quickly and constructively address inappropriate behaviour
	Resilient	<ul style="list-style-type: none"> Regularly communicate with your manager to ensure a sustainable and reasonable workload You are aware of own response to stress and communicate any issues to your manager or another suitable person Take responsibility for own physical and mental well being Have the confidence to ask for help when necessary
	Self-aware and agile	<ul style="list-style-type: none"> Understand your own strengths, capabilities and opportunities for development Know your learning style and behavioural patterns and how to work best with others Have a credible, self-assured and confident manner Open to receiving help from others Resolve conflict and differences on opinion in a positive manner

The following competencies are specific focus areas for the Project Manager

		Problem solving
		initiative
		<ul style="list-style-type: none"> builds and maintains formal and informal relationships

Ka kaweā e koe te aha
Accountabilities

Focus Area	Accountabilities
Biculturalism	<p>Biculturalism relates to every role and position within Te Papa, either directly and indirectly and in small and large ways. The position is responsible for taking part in opportunities to explore the contribution of biculturalism that are meaningful to job holder.</p>
Manage small scale projects / exhibitions	<p>The Project Manager manages small scale projects / exhibitions as assigned and including the Conservation and Loan change programme:</p> <ul style="list-style-type: none"> • Programmes and manages small scale projects / exhibitions assigned by Programme Manager or Directors of other areas including assisting with major Public programmes projects. • Plan projects including task scheduling, resource analysis, budgeting and risk assessment • Lead project delivery including team management, team leadership, financial management, stakeholder/relationship management (both internal and external) • Project monitoring and reporting including financial reporting, timeline reporting, risk and issue reporting, and variation reporting. • Procure goods and services including tendering process and contract management if applicable • Manage project handover to BAU and Close out.
Project Coordination	<p>The position provides coordination support to key projects / exhibitions, other Project Managers across more complex projects and Te Papa Managers tasked with managing projects</p> <ul style="list-style-type: none"> • Collate status reports on all projects including timetables, milestones and key financial data • Respond to queries from staff in relation to projects • Refer issues to the most appropriate Manager or staff member as necessary • Prepare or assist with preparation of papers, including project business cases, for reporting to the Executive Leadership Team, governance committees and the Board • Assist with drafting RFQ and RFP documents. • Assist with the drafting of contract approval and documentation for sign off by relevant stakeholders • Assist with drafting Business Case documents • Maintain information relevant to project management methodologies



Administrative Support	<p>The position provides administrative support to the Directorate</p> <ul style="list-style-type: none"> • Maintain information relevant to project management methodologies on Te Papa's Intranet (Kupenga) pages • Keeping communications flowing to staff with email updates, news stories and updating Intranet (Kupenga) pages
Team contribution	<p>The position is a member of the Project Management Office which is responsible for taking a whole of organisation approach to the achievement of Te Papa's strategic direction. The position will:</p> <ul style="list-style-type: none"> • Work collaboratively with other members of the team, to develop and implement the strategic direction of Te Papa and specific directorate operational plans. • Provide information on the operating environment, resources and capabilities to inform strategy development and decision-making. • Present solutions that deliver greater impact as measured by Te Papa's Performance Framework. • Collaborate with other colleagues to progress organisation-wide initiatives, cross-functional projects and organisation development activities. • Transfer knowledge and skills, share information with and/or train Team members and other Te Papa staff as needed. • Work collaboratively with other members of the Team to: <ul style="list-style-type: none"> ○ contribute and implement the strategic direction of Te Papa and directorate operational plans. ○ ensure plans and programmes meet the needs of identified stakeholders. ○ ensure an integrated approach to Team programmes and projects. ○ coordinate resources and participate in cross disciplinary teams as and when required. ○ provide input into development and improvement of procedures, systems, processes, and ways of working. ○ provide back-up assistance to other team members as required.
Stakeholder Relationships	<p>Proactively establish and maintain networks and relationships with key internal and external stakeholders to support delivery of team outputs</p> <ul style="list-style-type: none"> • Identify and develop relationships with key stakeholders. • Use these relationships to identify and advance opportunities that create mutual reputational and business benefits. • Build internal networks and coalitions that will achieve cross-organisation outcomes and an integrated response to external stakeholders, resources, workloads, delivery and forecasting. • Represent and positively promote Te Papa, its vision and objectives, to build stakeholder engagement and support. This is done on a proactive basis. • Strong communications skills including influence, presentation skills to

	<p>engage a wide range of people.</p> <ul style="list-style-type: none"> • Maintain professional and responsive relationships, ensuring that positions are clear, that commitments are met, and problems and issues are resolved effectively.
<p>Resource Management</p>	<p>The position contributes to team efficiency.</p> <ul style="list-style-type: none"> • Establish and monitor your work programme. • Regularly review your current capabilities and build or source required skills. • Consider the team’s financial resources and budget when bringing solutions. • Look for opportunities to make improvements to work-place practices that improve Te Papa’s business sustainability. • Active participant in the people performance process. • Take part in cross functional and organisational priorities as appropriate.
<p>Risk Management</p>	<p>Manage risks associated with the development and delivery of work related to the position. The position will ensure that any delivery risk is monitored and managed on a day to day basis.</p> <ul style="list-style-type: none"> • Identify potential risks and mitigation strategies. • Monitor compliance with solutions and escalate risks or issues to when appropriate. • Take action in accordance with Te Papa’s Health and Safety Policy and the Health and Safety at Work Act. Take ownership and responsibility for your own personal health and safety.
<p>Change Management</p>	<p>Enable organisational culture and promote continuous improvement. The position will:</p> <ul style="list-style-type: none"> • Identify opportunities for improvement and issues which impact on the sustainability of change. • Integrate Te Papa’s philosophies of Mana Taonga, Museology and Learning, along with our bicultural and all other policies into day-to-day work practice. • Model creative innovative and collaborative approaches to work. • Model and reinforce Te Papa’s Uara/Values and alignment to Te Papa’s vision and values.