

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	POSITION TITLE	Project Manager		
	DIRECTORATE	Digital Enablement	DEPARTMENT	Digital Enablement
	REPORTING TO (operationally)	Head of Programme Management	REPORTING TO (professionally)	N/A
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p>This role is to provide project management expertise within the Digital Enablement (DE) directorate. The projects will in the main be approved via the DE Governance process and be highlighted on the DE Programme of Work.</p> <p>Whilst the role does not have any direct line staff reporting to them the Project Manager will have a designated team appointed to the project of which the PM will be responsible for the management and provision of deliverables identified through the project process.</p>			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> Overall responsibility for delivering multiple capital projects within the DE capital programme Management of multiple project delivery teams across multiple disciplines, including business stakeholders Budget management, including managing external vendors and internal staffing costs (i.e. capitalised labour) Reporting to various senior management within Te Matau a Māui, Hawke's Bay 			
KEY DELIVERABLES	<ul style="list-style-type: none"> Delivery of complex DE projects from start-up to handover to business and support Develop where appropriate Project Briefs to support the project approval and implementation process Facilitation of the delivery of the technical and support solutions to deliver against these requirements Manage the budget and capitalisation expectations of the project within the agreed levels Communication across Te Matau a Māui, Hawke's Bay, senior management and DE team in both written and oral forms Reporting to various stakeholders across Te Matau a Māui, Hawke's Bay in formal written form Introducing and embedding agile methodology concepts, frameworks and delivery and tools to the DE team Fostering of positive culture, attitude and approach within DE 			
HEALTH & SAFETY RESPONSIBILITIES	<p>Te Matau a Māui, Hawke's Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm)</p>			
KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> Project Delivery Teams Business Stakeholders Chief Medical and Dental Officer Executive Directors Senior Managers Medical Directors and Heads of Department 		EXTERNAL <ul style="list-style-type: none"> Vendor Delivery teams Vendor Account Managers Other Regions External Subject Matter Experts Contractor resources 	

DELEGATION AND DECISION	The Project Manager is delegated by the DE Senior Leadership Team to deliver projects identified in the DE Programme of Work. This will require negotiating and delivering on decisions made between the project team and key business stakeholders.
HOURS OF WORK	80 per fortnight
EMPLOYMENT AGREEMENT & SALARY	IEA
DATE	November 2020
EXPENDITURE & BUDGET ACCOUNTABILITY	Responsible to deliver against project budgets and capitalisation guidelines. They have authority to spend from the budget held by someone else. Budgets are the in the range \$50k - \$1.5m.
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> The scope of this role is to deliver projects or activities identified as part of the DE Programme of Works governance and approval processes The DE Programme consists of a range of project from complex projects delivering new services to more simple upgrades to existing services. Complex projects can have a project budget in the hundreds of thousands of dollars The DE Programme consists of projects that require as little as team members representing the technical and support solutions to up to 10 project team members

ESSENTIAL CRITERIA

Qualifications

- University Degree or business-related Experience
Needs to draw on experience of a broad nature, above that of a skilled operator, where the job impacts on wider areas and activities outside the job itself — **5-10 years**
- 3-5 years' experience working in Programme or Project Management
- Proven experience in delivering complex Digital projects in a critical service industry
- Demonstrated experience in the management of Senior Management and key stakeholders
- Proven experience in delivering projects involving business change in an IS environment
- Proven experience working within an agile delivery framework, such as Scrum

Business / Technical Skills

- Must have proven experience on influencing decision makers; must have proven experience forming and leading high-performing project delivery teams; must have experience presenting to senior management forums (i.e. executive, board); must have experience presenting, facilitating and communicating with large groups of people.
- Must have 5-10 years' experience within a software development lifecycle environment.
- An excellent understanding of Programme and Project methodologies.
- An excellent understanding of Stakeholder management
- The ability to negotiate with Senior Management and key stakeholders
- Presentation Skills
- Risk Management. The skills to identify risk and provide mitigation strategies.
- Knowledge and understanding of software development lifecycle (SDLC)

Key Attributes

- Well-developed and effective communication skills, both written and verbal.
- Strong negotiation skills
- Able to collaborate effectively with a variety of diverse agencies and people.
- Attention to detail and quality assurance skills.
- Self-managing with initiative.
- Skills to proactively share expertise.

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

DESIRABLE CRITERIA

Experience

- An understanding of project budgeting CAPEX/OPEX
- Experience in the development and analysis of costs, benefits and risks and return on investment of systems
- Experience working with patient management systems and other health related applications
- Experience presenting to a variety of audiences (technical and non-technical audiences)
- Formal agile training in Scrum or similar framework
- Experience supporting organisational transformation in the IS or digital context



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.