|  |  |
| --- | --- |
| **Position:** | **Project Planner**  |
| **Te Puni:** | Te Puni Mahinga Rautaki Whakahaere - Strategy and Organisational Performance |
| **Reports to:** | Tumu Whakahaere Tautoko Hōtaka - Manager Programme Support  |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |
| **Date:** | August 2019 |

**ORGANISATIONAL STATEMENT**

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

* Create a solid platform of community-based relationship and engagement with whānau, hapu and iwi;
* Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
* Position government to be an enabler and a partner, empowering Māori choices; and
* To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

***Whānau Taurikura - Thriving Whānau****is our vision****.***

Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**TE PUNI Statement**

To ensure we can deliver on our priorities the Organisational Support Te Puni supports Te Puni Kōkiri to be match-ready through our:

* People Development (delivering on our Hoa Mahi experience)
* Business Systems that are effective, efficient and responsive
* Assurance and identification and management of risk.

This done by providing the processes, systems and advice that enables the organisation to operate effectively, including:

* Information & Technology Services
* Finance & Procurement
* Communications
* Strategy & Planning
* Risk & Assurance
* Legal Service
* Human Resources & Capability
* Ministerials & Business Support
* Project/Programme Support
* Asset & Property Management

Job Description Updated & Certified: Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PURPOSE**

The Project Planner supports the Manager Programme Support to lead and implement a consistent project and programme planning approach across Te Puni Kōkiri. This role includes assisting with the development of programme and project management for strategic priorities. Additionally, the role will include training and coaching of staff on best practice of project and programme management disciplines.

The Project Planner will provide support to staff who are leading projects to successfully deliver within scope, budget and timeframes to the satisfaction of the customer or stakeholder.

**DIMENSIONS**

**Range of Influence**

The Project Planner will lead and influence key projects in their area of responsibility.

The Project Planner will play a pivotal role in the successful integration of the project management approach to policy and delivery of projects and/or programmes of work. The Project Planner will be assigned to Puni or projects and will be expected to maintain a flexible and professional approach to changing demands.

**Leadership**

The Project Planner has no direct reports. However this position will provide leadership and development support to other staff within Te Puni Kōkiri.

**Financial**

NA

**Health and Safety** Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

**SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

|  |  |
| --- | --- |
| **Accountability** | **Output** |
| 1. **Support Effective Project Planning**

Build solid foundations and validate the business justification for projects to ensure projects are well scoped through to successful completion | * Records detailed customer requirements, constraints, and assumptions with stakeholders in order to establish the project deliverables
* Establish resource requirements and identify skills and knowledge requirements for projects
* Align plans to business strategy and to other relevant projects/initiatives where appropriate
* Identify actual and potential risks and issues to project implementation, and develop strategies to minimise/eliminate them
* Obtain appropriate approval of planning documentation
* Communicate the project plan with key stakeholders and team members
 |
| 1. **Support Project implementation**

Create and deliver projects in a clear and controlled way, within the planned cost, time, resource and quality standards and in a way which ensures intended benefits are met | * Be accountable for the overall success of project delivery by managing and delivering project deliverables to agreed scope, schedule, budget, and quality standards to achieve the agreed benefits
* Ensure that relevant Ministry processes are followed and standards are met e.g. procurement processes
* Manages changes to the projects scope, project schedule, and project costs using appropriate techniques.
* Manage risks and issues that may impact on project outcomes.
* Negotiate the provision of resources/support to enable milestones to be met
* Set expectations, delegate work as required and monitor progress
 |
| 1. **Support Project monitoring and reporting**

Monitor progress against the baseline plan and report project progress. | * Measures project performance using appropriate tools and techniques in order to monitor the progress of the project, identify and quantify any variances, perform any required corrective actions, and communicate to all stakeholders
* Provide regular reports on project status, budget, risks and issues in agreed format and within agreed timeframes
* Ensure all project closure activities as agreed are completed, i.e. Project Closure Report, Lessons Log and Benefits Review Plan
 |
| 1. **Working With Others**

Develop and build relationships with key project stakeholdersManage key stakeholders and ensure they are fully consulted on relevant aspects of the project. | * Develop and maintain constructive and cooperative working relationships with those listed in the table below and with stakeholders relevant to assigned projects
* Prepare reports and presentations to communicate issues, plans, progress and outcomes of projects to key stakeholders as appropriate
 |

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Six months to three years’ experience managing successful projects
* A solid understanding of project methodologies
* Project Management qualification PMP or CAPM, PRINCE2, Agile PM, Certified Practitioner or Foundation Accredited
* Well-developed communication skills
* A delivery and whanau-centred approach
* Confidence and energy in leading project planning and project management activities
* Understanding of the machinery of government, the Crown’s obligation to Māori, and the role and work of the Te Puni Kōkiri
* Demonstrated understanding of tikanga and Te Reo Māori

**Desirable**

* A relevant tertiary qualification
* Experience of applying project management principles in a policy setting

**COMPETENCIES**

Our competency framework incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the knowledge and actions required for the role.

***Role Specific Competencies***

Role specific competencies describe requirements specific to a role:

**Specialist Knowledge**

* Have specialist expert knowledge across your work programme(s).
* Have in-depth knowledge of any related legislation and workings of government in your specialist field and able to apply this understanding to policy advice and decision making.
* Know when and where to go to source critical knowledge and expertise when required.
* Share your knowledge within teams and across Te Puni Kōkiri.
* Facilitate and contribute to appropriate recording and storage of knowledge.
* Continually develop your knowledge or skill and encourage others to do the same.
* Have a broad understanding of the policy work undertaken across Te Puni Kōkiri.

**Planning/Project Management**

| **Role specific Competencies** | **Description of skilled behaviours** |
| --- | --- |
| Planning | * Accurately scopes out length and difficulty of tasks and projects
* Set objectives and goals
* Breaks down work into logical steps
* Develops schedules and task/people assignments
* Anticipates and adjusts for problems and roadblocks
* Measures performance against goals
* Evaluates results
 |
| Managing and Measuring Work | * Clearly assigns responsibility for tasks and decisions
* Sets clear objectives and measures
* Monitors process, progress and results
 |
| Supports team building | * Builds mutual trust and encourages respect and cooperation among team members
* Recognises contributions of others
 |
| Directing Others | * Is good at establishing clear directions
* Lays out work in a well-planned and organised manner
 |
| Decision Quality | * Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure
* Appropriately tests decisions with key stakeholders (e.g. Project Executive, Programme Manager etc) as required
 |
| Negotiating | * Can settle differences with minimum noise
* Can win concessions without damaging relationships
 |
| Dealing with Ambiguity | * Can effectively cope with change
 |
| Communication skills | * Communicates information and ideas in speaking and writing so others will understand
* Possesses good listening skills
 |

**Understand role and expectations of team members**

* You need to have a basic awareness of the Ministry’s project management methodology.
* You need to understand your role and that of other team members on projects.

**Actively engage as a member of project teams**

* You need to engage and collaborate in teams working on policy projects with close supervision and in a clearly defined role and with clear outputs. These project teams may work across directorate or division boundaries.
* You need to seek and act on instructions and directions from senior colleagues, project managers and managers. You will be expected to:
1. assist with project planning and reporting
2. develop project plans for small-scale tasks or projects
3. undertake simple project management tasks (like organising meeting times and venues) by yourself.

**Manage own time to deliver on expectations**

At entry level, you are only expected to manage your own time and work, not that of others.

In managing your own time and workload, you should:

* plan ahead so you deliver on expectations and assigned tasks
* seek clarification when expectations, deliverables, or timelines are not clear to you
* identify well in advance if you will have difficulty meeting expectations because of competing priorities, and work with the manager or lead analyst to develop strategies to manage the work

**Understand financial responsibility**

All employees at the Ministry are expected to have a responsible attitude to expenditure of taxpayer funds, avoid waste, and be mindful of the Ministry’s financial position. This includes:-

* understanding and complying with the Ministry’s finance policies.
* You may be asked to research costs and assist with budgeting calculations for projects you are contributing to.

**CORE COMPETENCIES**

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following is required for this role:

**Māori Perspective**

* Show respect for and have an interest in Māori history and traditions
* Use basic greetings and pronunciation of Te Reo Māori
* Are comfortable in situations where tikanga is observed and show respect and understanding for its importance
* Are able to work with Māori concepts and traditions
* Show respect for Māori groups and are competent in working in a Māori environment
* Understand the importance of the Treaty of Waitangi

**Leadership**

* Are committed to the kaupapa of the organisation and carry out work with professionalism
* Coach and mentor less experienced members of team
* Further the team’s goals
* Support other team members to complete tasks
* Take responsibility for being a team member
* Respond and adapt to any changing environment

**Relationship Management**

* Build relationships with reference to tikanga values
* Promote the benefits of collaboration and build team identity
* Facilitate individuals working together by identifying common goals, encouraging collaboration and joint ownership of ideas and approaches
* Actively seek opportunities to contribute to positive outcomes for stakeholders
* Identify and initiate contacts that will further the organisations interests in the near and/or longer term
* Avoid focussing on immediate needs to the detriment of longer term relationships
* Consult with a wide audience to attain buy-in and consensus
* Handle difficult or tense situations with diplomacy and tact.

**Communicating Effectively**

* Effectively use Te Reo Māori in your work and are confident when communicating with Māori audiences
* Write and verbalise complex ideas in a structured, logical and authoritative way, ensuring audience understanding
* Explore and probe arguments and take opportunity to strengthen own points
* Determine what others may need to get out of a communication and what they may have difficulty in understanding
* Appreciate when information may be unpopular or create conflict and adapt style accordingly
* Listen to other viewpoints and look for common ground
* Understand the nonverbal message or viewpoint being conveyed by others
* Keep stakeholders informed of immediate and relevant peripheral information

**Results Orientation**

* Understands business plans and advise on medium to long term improvement
* Plan work and significant projects identifying timeframes and priorities; organise and allocate resource; monitor work streams and report on progress.
* Analyse complex situations by: breaking into constituent parts; recognise and assess likely casual factors; interpret the information available; look for corrections, and devise effective solutions
* Use contemporary and traditional Māori language to achieve results
* Actively consider risk involved in problems or issues and act to mitigate and/or advise appropriate others
* Define work in terms of results and pursue success with energy and drive
* Monitor conditions to anticipate the need to change

**Business Understanding**

* Understand the importance of traditional and contemporary knowledge for Māori development
* Commit to and promote the organisation’s strategies and business objectives
* Set operational strategy to achieve business goals
* Understand the reasons behind business policy and procedure and monitor effectiveness
* Understand the purpose and current work of other groups in the organisation
* Understand the treaty of Waitangi and how it applies to the work of Te Puni Kōkiri
* Understand and consider impact of decisions on Wider State Sector
* Work collaboratively with other government agencies
* Have a thorough understanding of the political environment that Te Puni Kōkiri operates within
* Understand the needs of Te Puni Kōkiri’s stakeholders and respond to them

**KEY RELATIONSHIPS**

**Internal**

|  |  |
| --- | --- |
| **Contact** | **Nature and Purpose of Relationship** |
| Project teams | Lead and oversee projects in their area |
| Regional Staff | Gather information relevant to projects and keep up to date on work relevant to them |
| Office of the Minister for Māori Development | Directly brief and advise the Minister as required by the Deputy Chief Executive |

**External**

|  |  |
| --- | --- |
| **Contact** | **Nature and Purpose of Relationship** |
| Strategy and Organisational Performance staff in government agencies | Participate in and lead cross agency projects or forums |
| Māori communities | Consult and communicate with relevant Māori groups about projects affecting that group. |

**DECISION MAKING AUTHORITY**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities:

**Human Resource Authority**

|  |  |
| --- | --- |
| **Area of Delegation** | **Delegated Authority** |
| Recruitment | nil |
| Remuneration | nil |
| Development and performance | nil |
| Ending employment | nil |

**Financial Authority**

|  |  |
| --- | --- |
| Delegation Level | NIL |
| Maximum Expenditure Limit | NIL |