

Associate Project Manager



The Project Management Office (PMO) Associate Project Manager is responsible for managing and supporting a range of projects and programmes undertaken by GNS Science.

Reports to:	Project Manager/Team Leader
Department:	Project Management Office
Group:	Science & Commercial Operations
Employment Type:	Permanent
Location:	Avalon
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	Business Performance
Career Step:	6
Date:	September 2024

Position priorities and responsibilities

Project Management

- Support the development and implementation of project management methodologies to support the development of project management maturity across GNS.
- Primarily responsible for small to medium-sized projects, with opportunities to work on larger projects as appropriate and with support from the Project Manager/Team Leader.
- Responsible for providing support to the Project Lead for the full lifecycle of the project, in line with the GNS Project Management Framework
- Facilitate the development of project governance needs, project team roles, and responsibilities in conjunction with the Project Lead and Sponsor.
- Assist the Project Lead in the development of detailed project plans, deliverables, and milestones adhering to project timelines and budgets. Then support the Project Lead in managing the project in line with the project plan.
- Supports the development of contracts and subcontracts and carries out other key contract management activity liaising with legal and the contracts team as appropriate with oversight from the Project Manager/Team Leader.
- Monitor project progress, track key performance indicators, and carry out financial reporting against the project budget. Advise the Project Lead and Sponsor on an appropriate course of action when projects deviate from the detailed plan.

- Ensure project documentation and artifacts are kept up-to-date and maintained as appropriate, ensuring adhering to best practice.
- Lead project close-out meetings with the Project Lead and ensure lessons learned are captured to review effectiveness and areas of improvement.
- Support Project Manager(s) on large projects or initiatives where appropriate, and with support from the Project Manager/Team Leader.
- Report on project progress to the Project Manager/Team Leader and PMO Manager to provide an organisational overview of project performance.

Team Work

- Work effectively as a member of the PMO to support other team members and provide coverage of functions.
- Work with other team members to ensure workloads are fairly spread and manageable across the Office.
- Work with other team members on projects.
- Support a positive culture and morale.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- PMO Team, Project/Programme Leaders, Project/Programme Sponsors, Finance Department, Research and Contracts Partnership Teams, Managers, Team Leads and staff.

External:

- Suppliers and consultants.

Person specification

Skills, knowledge and attributes

- Excellent communication and interpersonal skills.
- An understanding of managing core project lifecycle processes, such as planning, monitoring, reporting, and risk and issue management.
- Working knowledge of project management methodologies and tools.
- Excellent organisational and time management skills.
- Ability to multi-task, prioritise and escalate where necessary.
- Demonstrated success in building and maintaining positive working relationships.
- Able to manage and drive activity through times of ambiguity.

- Works effectively and collaboratively in a team to support positive morale and culture.
- Uphold high personal and professional standards.
- Proficient in Microsoft Office Suite and project management software.
- Develops builds and maintains effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

Experience

Essential:

- 2+ years' experience in a project management role with a sound understanding of project management methodology.

Qualifications

Essential:

- Degree or diploma in a relevant discipline (e.g., in project management, business administration, etc...), or equivalent experience.

Desirable:

- Project Management qualification or certification.

Performance dimensions

At a high level, GNS Science recognises six **performance dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

Leadership

- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.
- Develops and manages the performance and capability of the team through effective coaching and development initiatives.
- Sustains the capability and capacity of the team through effective planning and talent management.
- Creates an inclusive working environment that values diversity and wellbeing.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.