

Senior Project Manager

Reports to:	Engagement, Planning, and Architecture Manager	Position Status:	Fixed Term - 6 months
Unit:	Digital and Technology	Location:	Avalon
Direct Reports:	Nil	Budget & Delegated Authority:	Refer to Delegated Financial Authority Policy
Career Step:	9	Job Family:	Business Performance
Career Path:	Corporate	Date:	June 2026

Role Purpose

The Senior Project Manager is responsible for planning for and overseeing the successful delivery of the following initiatives:

Enabling Services

- HRIS Consolidation Project
- Health and Safety System and Lone Worker Project

DS&I Portfolio

- Cloud Enablement Programme
- Reprographics Project
- Service Desk Platform Consolidation Project
- Measurement Standards Laboratory Integration Project

Position Priorities and Responsibilities

Programme and Project Management

- Lead the delivery of key programmes and projects.
- Build and maintain effective working relationships across Earth Sciences New Zealand.
- Identify and manage programme and project level risks.
- Track and proactively manage the programme and project budgets.
- Communicate the programme and project status/progress to the PMO and other key stakeholders.
- Work within existing DS&I governance, frameworks and methodologies.
- Identify resource requirements across the programmes and projects, considering factors like budget, timelines, and programme/project dependencies.
- Track the performance of the programme and projects, identifying areas for improvement and optimisation.

Responsibilities of all Employees

- Comply with all Earth Sciences New Zealand policies, procedures and frameworks, and act in line with the organisational values.
- Contribute to our healthy and safe workplace by following HSW expectations outlined in and integrated into our operational practises and HSW frameworks, including undertaking HSW training and participating in health-monitoring programmes relevant to your work.
- Work effectively as a team member by fostering good relationships and supporting others, providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the organisation and its environment evolves.

Key Working Relationships

Internal	External
<ul style="list-style-type: none"> • DS&I Managers and DSGM Team leads, technical leads/Solution Architects, science technology experts, business and technology owners, procurement, science programme leads, project managers, product owners 	<ul style="list-style-type: none"> • Vendors as required

Person Specification

Qualifications and Experience

Essential

- Axelos, PRINCE2 Practitioner certification, Project Management Institute (PMI), PMP certification or demonstrable equivalent programme and project management experience.
- Minimum of 10 years' recent experience in the IT industry with an emphasis on managing complex business and technology programmes / projects.
- In-depth experience in programme and project management delivery frameworks and methodologies, including but not limited to Agile and waterfall.
- Relevant tertiary or technical qualifications.

Desirable

- Axelos, PRINCE2 Agile Practitioner certification.
- Scrum.org, Certified Scrum Master certification.
- ITIL related certifications.
- Competency in the Business Architecture domain.
- Experience in developing and driving complex organisational change management initiatives.

Skills, Knowledge and Attributes

- Sustained and proven technology leader and acknowledged expert in complex multi-disciplinary projects and programmes.

- Sustained track record of developing, leading and delivering impactful and complex work.
- Ability to rapidly assimilate new knowledge and technologies.
- Ability to develop narratives for a broad range of stakeholders to support complex decision making.
- Excellent facilitation, active listening, and communication skills.
- Strong organisational ability to optimise and prioritise conflicting demands in a busy environment, to achieve deadlines and see responsibilities through to completion.