

JOB DESCRIPTION

Job Title	Senior Advisor, Project Management Office (PMO)
Position Status	Permanent, Part time
Business Unit & Team	Strategic Improvement, Economic Development & Programmes
Reports to	Manager, Economic Development & Programmes
Direct Reports	N/A
Base Location	Mangawhai or Dargaville
Salary Grade	Grade 16
Delegations	See Delegations Register

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

The Senior Advisor, PMO provides organisation-wide expert advice, guidance and coordination to support the ongoing development and delivery of best practice project, programme and portfolio management capability and maturity.

The role supports and advises Kaipara District Council staff to deliver strategic priorities effectively by strengthening governance, tools, reporting and project delivery discipline, and by enabling leaders and project teams to make informed decisions.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Project, Programme and Portfolio Management Maturity	• Develop, design and implement frameworks and tools and ensure existing ones are embedded and improved to support the increase in project, programme and portfolio maturity within KDC. • Support and enable the operation of project and programme governance, ensuring it is maintained and operated in accordance with the KDC Project Governance Framework and committee Terms of Reference. • Lead the ongoing development of the Project Management Community at KDC through appropriate communication channels (e.g. Project Hub). • Promote and support an agile culture around project delivery encouraging and supporting cross functional teams and continuous improvement. • Review and approve monthly project status reports and agendas in preparation for Governance meetings. • Lead the annual carry-over review process for projects within the PMO portfolio. • Lead the annual classification of projects and programme initiation meetings.
Project Management Tools	• Coordinate and facilitate PMO workflow and delivery activities, including supporting coordination of workflow and prioritisation across PMO, in alignment with agreed priorities. Monitor delivery progress and escalate risks, issues and resource constraints to the Manager as required. • Support and contribute to the ongoing development of project management tools and deliverables for the organization. • Ensure that the appropriate training and support is provided for effective use of all PMO tools and deliverables. • Lead reporting that underpins informed decision making for the portfolio, programme and projects. • Lead the delivery of key monthly strategic reports to the Manager, Economic Development & Programmes. • Develop and coordinate delivery of the PMO Business Plan.
Customer Experience & Internal Collaboration	• Develop and maintain relationships with senior leaders/managers within the organisation to become the recognised internal champion for project, programme and portfolio management. • Act as a trusted advisor to senior leaders on project delivery risks, interdependencies and opportunities. • Promote a customer-first culture in all interactions. • Advocate for PMO needs within Council processes. • Incorporate feedback into service improvements and policy development. • Support Council staff on matters of project delivery reporting.
Professional Leadership & Expertise	• Provide senior professional expertise and guidance in project, programme and portfolio management across the organization. • Support the Manager, Economic Development & Programmes to report on PMO activities to Council. • Support the Long-Term Plan and Annual Plan processes. • Model and promote the organisation's vision, values and behaviours



Whakaute
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Mahi tahī
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- Influence and enable stakeholders to deliver project and programme outcomes aligned to organisational priorities.
- Contribute to a strong community of practice for project delivery at KDC.
- This role provides technical leadership and coordination of delivery activities. The people leadership, performance management and overall direction of the team sit with the Manager.

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	• Take care of your own health, safety and wellbeing and that of others affected by your work. • Ensure prompt reporting of all Health and Safety hazards or incidents.
Professional Development	• Participate in monthly and yearly roadmap planning and chats with your manager • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
Other Organisational Responsibilities	• Provide CORE customer experience (connected, open, reliable and easy). • Champion our values. • Adhere to our ways of working (WoW). • Observe KDC policies, procedures and guidelines. • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice. • Maintain records in compliance with the Public Records Act 2005. • Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required. • Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies. • Other tasks and/or projects as assigned.

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication



Whakāute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



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TRUSTWORTHY



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INTEGRITY

SUCCESS PROFILE

Qualifications & Experience

- Tertiary qualification in a relevant discipline such as project management, business, public policy, change management, or a related field, or equivalent demonstrated experience.
- Formal project, programme or portfolio management certification preferred, such as:
 - PRINCE2 Practitioner
 - MSP (Managing Successful Programmes)
 - PMP / PgMP
 - MoP (Management of Portfolios)
 - SAFe, AgilePM, or equivalent agile qualifications.
- Proven experience (5+ years) working in a project, programme, portfolio and/or change management environment (Waterfall/Agile).
- Demonstrated experience establishing, embedding or significantly improving organisation-wide project management frameworks, governance, tools and reporting.
- Strong experience in portfolio-level reporting, benefits tracking, risk and dependency management.
- Demonstrated experience operating in a complex public-sector or political environment preferred.

Role Specific Skills & Attributes

- Ability to build and maintain positive and constructive relationships at all levels of the organisation.
- Ability to think strategically.
- Meeting facilitation skills.
- Proven strong ability to exercise influence without formal authority within a multi-team environment.
- Ability to translate complicated data and information into simple terms.
- Excellent reporting ability.
- Strong problem-solving skills.
- Excellent written and interpersonal communication skills.
- Financial literacy (budgeting, analysis, reporting).
- Driven to achieve goals with passion and energy.

Other Role Requirements

This role requires:

- occasional travel across the Kaipara region
- a full NZ Driver Licence

ORGANISATION CHART



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahī
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY