



POSITION DESCRIPTION

Project Manager

Unit/Branch, Directorate: Service Management, Technology Directorate

Location: Wellington

Salary range: I \$90,366 - \$135,548

Purpose of position: The Project Manager is responsible for supporting Technology Directorate staff (Developers, Technicians and Engineers) in all aspects of the management of technology projects.

The Project Manager will be responsible for medium to large-scale projects where it would be more efficient to provide dedicated project management resources because of the breadth or complexity of the effort.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our values are Respect, Commitment, Integrity and Courage

Technology Directorate purpose: Technology Directorate delivers technology for GCSB, NZSIS and the wider intelligence and security sector. The Directorate's purpose is to ensure that mission requirements are met today and in the future, targeting relevant strategic objectives. The Directorate's work encompasses engineering, data/information management, end-user support, software development, service delivery management, project management, provision of cryptographic infrastructure, and more. The Directorate operates in service and capability terms – e.g. attending to policy, process and implementation pre-requisites as much as pure technology or particular systems. The Directorate leads information management for GCSB, including in compliance terms.

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Key accountabilities	Deliverables/Outcomes
<p>Customer and Stakeholder Engagement</p> <ul style="list-style-type: none"> Identifying all customers and other stakeholders of assigned projects Carrying out thorough stakeholder analysis into the impact on, and their requirements from, assigned projects Engaging with customers and stakeholders on a regular basis within the lifecycle of projects and ensuring their information needs are met 	<ul style="list-style-type: none"> All customers, potential customers, and stakeholders have been identified The impact on stakeholders is thoroughly understood and their obligations negotiated and agreed Customers and other stakeholders feel engaged with the project and are aware of progress and any risks or issues that might impact on delivery Customers and stakeholders are comfortable that they are being heard by the project team
<p>Project Management</p> <ul style="list-style-type: none"> Managing business change through an approved project management methodology Initiating all project documentation and ensuring it remains up to date Chairing productive and efficient project committee meetings Assigning and managing resources Identifying and managing risks, raising issues as appropriate and maintaining a risk register Delivering projects on time, within budget and scope Managing the transition to operations (including support handover) Reporting regularly to assigned Governance groups, as required and providing project completion reports, and success analysis Providing project management advice to others 	<ul style="list-style-type: none"> Projects are managed in accordance with a recognised and agreed methodology Initialisation documentation is complete and accurately describes the scope, resource implications and deliverables Project meetings are efficient and productive with actions recorded, and accountabilities identified and communicated Project risks are identified, treated and recorded in a register Project issues are raised to the proper authority in a timely manner Projects are completed and transitioned to operations following customer acceptance Lifecycle support responsibilities are taken over Project reports are provided in accordance with agreed timeframes A project completion report is provided that includes a success analysis and lessons learnt Project management advice is valued by other staff
<p>Procurement</p> <ul style="list-style-type: none"> In conjunction with the Procurement team where applicable, managing the provision of equipment and services for projects as required Working with the Commercial Manager, manage the relationship with vendors Scheduling procurement timeframes to ensure there are no undue delays 	<ul style="list-style-type: none"> Procurement processes operate efficiently through the services provided by the Project Manager Deliveries are in accordance with agreed timelines without undue and foreseeable delays

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<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Be a visible role model at all times • Follow GCSB’s safety rules and procedures 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • All requirements in the NZIC Health and Safety policy and procedures are met
<p>Information and Data Management</p> <ul style="list-style-type: none"> • Understand and comply with requirements to keep full and accurate records • Understand and comply with requirements to appropriately access and handle intelligence reporting and data • Follow GCSB’s and NZSIS’ rules and procedures for information management and handling 	<ul style="list-style-type: none"> • The Agencies requirements for evidence of their activities and decisions are met • Access to, use of and sharing of information and data is managed appropriately in line with legal and business requirements
<p>Other duties</p>	<p>Any other duties that fall within the scope of the position</p>

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • GCSB team members • Internal stakeholders and customers
External:	<ul style="list-style-type: none"> • Counterparts within the wider New Zealand Intelligence Community and central government agencies, including NZ Police, NZ Defence Force as required • Other partner intelligence agencies as required • Vendors and service suppliers • Contractors

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Person Specification	
Experience:	<ul style="list-style-type: none"> • Demonstrated experience in managing medium to large-scale projects • Experience in an IT-related development environment
Knowledge and Skills:	<ul style="list-style-type: none"> • Fluency with the Microsoft Office suite, especially Microsoft Project and Visio • Excellent written and verbal communication skills • A high level of accuracy and attention to detail • Effective relationship management and negotiating skills • Self-motivated with excellent planning and organisational skills; and the ability to prioritise tasks to meet deadlines and effectively manage competing and changing priorities • Excellent interpersonal skills with the ability to liaise confidently and professionally with a diverse range of people • Professional customer orientation with a strong commitment to providing a high standard of customer service • Agile, adaptable and flexible • Good written and oral communication skills, with the ability to listen and correctly interpret instructions • Proven ability to work independently using sound judgement and initiative; and collectively within a team environment • A sound understanding of IT infrastructure and Cryptologic systems (desirable)
Qualifications and Courses:	<ul style="list-style-type: none"> • A formal qualification as a Project Manager • Registration with a project management professional grouping (desirable) • A qualification in a technology-related discipline (desirable)
Specific Job Requirements:	<ul style="list-style-type: none"> • Ability to obtain and maintain a TSS security clearance

Changes to Position Description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: July 2018

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date: