Capability Manager

Position Details

Reports to: Director Transformation and Change

Location: PNHQ, Wellington

District/Service Centre: Strategy and Partnerships

Shift work/non shift work: Non shift work

Group: Strategy and Transformation

Remuneration range: Grade 22

PHPF Level Purpose: Team Leader/Manager

Employee Type: Police Employee

Direct reports: Project Managers, Business Analysts and other specialist contracted/fixed term delivery resources

Delegated Financial Authority: Nil

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

New Zealand Police are enhancing the alignment of investment and asset management with delivery of change needed to achieve "Our Business" goals and targets through the implementation of a new operating model for the Police investment system.

The Transformation and Change portfolio is the permanent capability leading delivery of significant initiatives within Police's investment portfolio and provides the Centre of Excellence for programme and project delivery.

Purpose

The purpose of the Strategy and Partnerships group is to enable us to deliver our strategic intent.

To support the delivery of these outcomes the Capability Manager provides management of programme and project management related delivery resources who collectively are delivering the Transformation and Change portfolio; and to improve the capability and maturity of these delivery resources. The Capability Manager also provides expert leadership in programme and project methodologies ensuring they are fit for purpose and flexible to meet the needs of Police.

The purpose of leadership in this role is to lead the activities for Our Business and enable our people to deliver them.

Accountabilities

1. Look after our people

- Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
- Ensure all team accidents, incidents and near misses re reported, investigated and endorsed in MyPolice.
- Proactively manage employee return to work programmes where required.
- Actively encourage and enable Wellness and Safety initiatives and training.

2. Systems

- Accountable for framework, methodology and standards for delivery and change management – represents the Programme and Project Management Centre of Excellence to the business (working with the Principal Advisor Delivery and Assurance and Benefits and Change Analyst).
- Oversee internal programme and project methodologies with a focus on continuous improvement and meeting the needs of the business.
- Ensures project tools sets are used effectively by delivery resources to support the monitoring and reporting of delivery activities.

3. Service delivery

- Works with the programme and project leadership to define resourcing and skill requirements and provides assistance matching with internal or external capability.
- Provides an expert advisory service and coaching/mentoring and support to the delivery community.
- Leads a collaborative and integrated approach to programme and project management and support.
- Maintains external awareness of improvement to and the evolution of programme and project management practices that be brought into the NZ Police environment.

4. Team leadership and management

- Resource management for centralised pools of Project Managers, Business Analysts, Project and Programme Co-ordinators and other delivery specialists, including allocation and professional development.
- Lead their people in working collaboratively across Police.
- Model innovation and a future-focused outlook with a strong drive towards excellent service delivery and customer service.
- Ensure their people have the appropriate skills, knowledge and experience to deliver the work programme and expected results, including providing coaching and professional development opportunities as identified through regular performance conversations and annual performance reviews.
- Contribute to meeting Police obligations under the Treaty of Waitangi and acts in a way which demonstrates responsiveness to Maori.
- Role model and contribute to a safe and friendly work environment by ensuring Equity and Diversity policy and procedures are known and adhered to at all times.
- Lead, model and encourage open, honest and constructive relationships with colleagues.

5. Relationship management

- The successful applicant can expect to build and maintain relationships across Police, Central Agencies and the wider Public Service and external vendors. Critical relationships this role may influence include:

- New Zealand Police Executive
- District Commanders
- National Managers
- The Investment Team and Finance
- Communities of Practice and Industry Groups

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. Personal attributes and temperament relevant to the position.
3. General health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

- No Children's Worker security check is required.