Senior ICT Project Manager

Position Details

Reports to: Projects Practice Manager

Location: Royal New Zealand Police College

District/Service Centre: Information & Communications Technology Service Centre

Shift work/non shift work: non shift work

Group: Service Delivery

Remuneration range: Band 20

PHPF Level Purpose: Team Leader

Employee Type: Police employee

Direct reports: Project Teams

Delegated Financial Authority: N/A

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.

Information and Communications Technology Service Centre Group

When it comes to protecting the community, service is everything. At the New Zealand Police, we're leading the world in using technology to ensure that our service to the New Zealand public is all it can and should be. By doing this we provide the right technology in the right way to support Police operations and strategies.

The ICT function within Police is delivered by the Information and Communications Technology Service Centre Group (ICT) and consists of the following teams, working together collegially to deliver on the performance expected by a modern policing operation:

- Business Enablement whose mission is to align ICT to Police strategy, resources and market capability.
- Service Operations whose mission is to ensure that ICT services work for Police operations.
- Information Management and Assurance whose mission is to balance opportunities and risks.
- Technology Development whose mission is to deliver solutions that meet Police's operational needs.

Projects Practice Group

The Projects Practice Group is part of Technology Development, and is responsible for the delivery of project management services and functions across ICT. Delivery of these services is attained through a combination of in-house and outsourced contracts, strong external relationships and an ability to create and implement fit for purpose processes and practices that achieves the right balance between speed to market, cost, risk and scope.

Purpose

The purpose of the Service Delivery group is to transform our service to deliver Our Business.

To support the delivery of these outcomes the Senior ICT Project Manager will plan, lead and manage complex ICT projects to ensure delivery on agreed objectives within time, cost and scope constraints and having used appropriate processes, tools and techniques.

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. Service delivery

- Plans projects (including cost, scope, time and quality requirements), determines resource requirements, develops project schedules and budgets and identifies dependencies.
- Manages delivery and closure of projects consistent with the stage plan(s).
- Advises on and negotiates project priorities, constraints, interdependencies, requirements, project management methodology, phases and decision points.
- Advises on resource allocation including the use of contractors, ICT costings and vendors.
- Prepares statement of work and ensures suppliers and contractors performance is monitored against the statement of work criteria.
- Ensures project systems attain Certification and Accreditation (C&A) to Police Information Management and Assurance standards. Solutions have mitigations implemented as per C&A standards and that project systems meet ongoing security compliance requirements.
- Provides regular reporting to ICT management and other appropriate parties (e.g. business owners, sponsors and project steering committees etc).
- Works collaboratively with stakeholders and product owners ensuring there is effective two way communication and any opportunities for improved effectiveness identified.
- Addresses and negotiates any issues or conflict within project construct, in a professional and constructive manner to resolve conflict and identify mutually acceptable solutions.
- Ensures minutes, actions and decisions are documented and distributed as necessary.
- Contributes to tender processes, such as requests for information and requests for proposal to secure goods and services needed to deliver ICT projects.
- Responsible and accountable for managing approved capital and operating project budgets.
- Identifies and analyses change management impacts and options and works collaboratively with groups that are implementing projects to ensure that project objectives are met.
- Ensures change requests are raised in a timely manner when there are changes to a project's budget, key milestones, quality, scope or benefits.
- Ensures that any production system changes or outages have been requested through the system change control process and are communicated appropriately.
- Identifies, analyses, documents, manages and monitors any relevant issues and risks that arise.
- Escalates major or unresolved risks and issues to the Programme Manager and/or Projects Practice Manager for the appropriate escalation.
- Acts as a role model, subject matter expert, mentor and advisor on good project management practice, tools and techniques where required.

3. Team management

- Leads, manages and directs assigned project teams.
- Assists project team members with project related issues so as to ensure successful delivery of the project that they are working on.
- Supports the ongoing development of any assigned project team members, provides constructive feedback where appropriate and addresses any performance issues or conflict effectively to ensure a high performing team.

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

- A non-core Children's Worker security check is required