Project Officer (PPS)

Position Details

Reports to: Performance and Implementation Manager	**Location: Police National Headquarters**
District/Service Centre: Prosecution Service	**Shift work/non shift work: Non Shift Work**
Group: National Operations Group	**Remuneration range: F**
PHPF Level Purpose: Individual Contributor	**Employee Type: Constabulary / Police Employee**
Direct reports: Nil	**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.

Purpose

The purpose of the National Operations Group is to enable and deliver Our Business through coordinated national services.

The purpose of the Police Prosecution Service is to build Safer Communities through effective justice interventions and resolutions

To support the delivery of these outcomes the Project Officer will put in place and monitor PPS programmes, projects and initiatives to contribute to the improvement of service delivery to and for PPS.

The purpose of this role is to deliver (or enable others to deliver) Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Project Management

- Provides specialist support to the Performance and Implementation Manager in implementing projects and managing associated change within the context of NZ Police strategic and annual plans.
- Promotes project management best practice for prosecution projects.
- Develops, initiates and co-ordinates the implementation of assigned projects that arise from NZ Police strategic or annual plans or from the PPS annual work programme plans and implements projects according to Enterprise Portfolio Management Office (EPMO) standards and acts as a point of contact for EPMO reviews.

- Contributes to the effective and efficient day-to-day running of projects through positive and constructive interaction and effective project management techniques.
- Co-operates and works with project teams/members to achieve project objectives.
- Takes a constructive approach to team efforts and supports other team members if possible.
- Identifies and manages the communication and other requirements of project objectives.
- Resolves project issues (e.g., increases to project costs or changes to completion dates for deliverables) through various means (e.g., through project rescheduling, renegotiating project scope, identifying alternative quality standard, enforcing contractual requirements).
- Identifies and implements planned and other responses to project risks, alerting stakeholders of consequences for corrective/preventative/mitigating action.
- Assesses and integrates suggestions for initial project scope (e.g., manages conflicting expectations regarding project objectives or business/user requirements).
- Maintains and updates Sentient project records and co-ordinates regular, robust reviews of project documents. Prepares briefing presentations, project information packs and general correspondence.
- Estimates, sources and tracks the use of project costs/resources.
- Develops, initiates, and coordinates all stages of assigned projects. Acts as a contact for EPMO reviews.
- Identifies areas, and assists in the management of change, and provides evaluation of the results of change – including General Instructions, Best Practice, and policies.

3. Service delivery

Project development

- Prepares investment proposals to NZ Police standard. Includes undertaking necessary research that anticipates, identifies, defines and confirms issues and objectives.
- Prepares Business cases to NZ Police standard on behalf of the Performance and Implementation Manager.

4. Publication and Resource Management

- Maintains all records, resources and databases, and ensures they are kept up to date, easily accessible and managed in accordance with national policy.
- Assists with the update, design and publication of internal resources, and provides quality assurance on documents as required.
- Co-ordinates information and routine administration data for group performance reporting processes.
- Data collection for quarterly reports.

5. Team leadership and management

- Communicates effectively and professionally with colleagues, staff, service providers and other customers.
- Developing strong and effective channels of communication amongst PPS staff and working together to achieve team goals.
- Promoting and modelling behaviour that exemplifies the integrity, ethics and values of the organisation.
- Manages time effectively and works with others to achieve optimum resource use and "best results" for the organisation, and to ensure consistency of approach.

- Participates in problem identification including symptoms, causes and effects.
- Continually monitors and assesses customer satisfaction, identifies issues, develops and implements appropriate strategies.
- Maintains liaison and communication with persons and organisations impacting upon their position.
- Identifies and consults with project stakeholders throughout the project development.

6. Relationship management

1. Establishes, develops and maintains constructive working relationships with internal and external individuals and groups impacting on the position including:
2. Develops networks across the organisation with staff who have functional and/or operational responsibilities of a similar nature to ensure consistency of approach.
3. Assists with the provision of expert advice and support to national and district staff on project management techniques and methods.

The successful applicant can expect to build and maintain relationships across Police and the PPS Work Group. Critical relationships this role may influence include:

- National Manager PPS
- National Operations Manager PPS
- Human Resources
- Finance
- PPS National Management Team
- PPS District Management and Staff
- Ministry of Justice and Corrections
- Crown Law

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

Qualifications

- A relevant degree or qualification and/or relevant experience in undertaking project management within the public sector or comparable organisations would be an advantage