

Position description



Title Head of Enterprise Portfolio Management Office	Reports to Chief Transformation and Technology Officer
Division Transformation & Technology	Department Enterprise Portfolio Management Office
Location Auckland	Last updated June 2026

Our commitment as a Crown Entity

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Role purpose

The Head of EPMO is accountable for ensuring Lotto NZ's strategic investments translate into a coherent, prioritised and deliverable enterprise portfolio that advances organisational strategy and delivers measurable value.

This role delivers a portfolio that is well governed, transparently managed and aligned to enterprise priorities, with executive leaders able to make confident investment and trade-off decisions based on clear insight into performance, risk, benefits and capacity.

The role creates the conditions for strategic priorities to be delivered with greater discipline, visibility and confidence, and for the EPMO to be recognised as a trusted enterprise function that strengthens execution, accountability and outcomes across Lotto NZ.

What you will focus on

Enterprise Strategy & Portfolio Management

- Lotto NZ has a clear, prioritised enterprise portfolio that remains aligned to strategic objectives.
- Enterprise priorities, sequencing, dependencies and resource requirements are visible and understood across the organisation.
- Investment choices and delivery activity stay connected to the outcomes that matter most for Lotto NZ.
- Executive leaders have the information they need to make timely, well-informed portfolio decisions.
- Portfolio decisions reflect strategic ambition, organisational capacity, risk and available investment.

Portfolio Assurance & Delivery Performance

- Systemic risks, delivery constraints and cross-portfolio dependencies are visible early and actively managed.
- Delivery confidence is high across the enterprise portfolio, including for critical and at-risk initiatives.
- The portfolio remains current, decision-ready and responsive to change.
- Performance, benefits and risk are consistently visible and subject to independent oversight.
- Lessons from delivery are captured and applied to improve future portfolio performance.

Governance & Executive Decision Support

- Executive decisions are strengthened by clear insight, sound judgement and trusted advice.
- Governance forums receive high-quality, decision-ready information that supports effective oversight.
- Trade-offs across the portfolio are surfaced early and resolved with clarity.
- Business cases and investment proposals support better choices and stronger benefits realisation.
- Complex portfolio issues are translated into clear choices and actions for executive leaders.

Leadership & Stakeholder Engagement

- The EPMO team is high performing, collaborative and accountable for enterprise outcomes.
 - Senior leaders understand the value of enterprise portfolio management and have confidence in the EPMO.
 - Relationships across the Executive Team and wider business support alignment, trust and better portfolio outcomes.
 - The role brings influence and credibility in enterprise decision-making where it matters most.
 - Portfolio priorities, performance and outcomes are visible, understood and communicated with transparency.
 - A capable, right-sized BA and Delivery Lead team enables strong delivery, with clear alignment to strategic outcomes, consistent high-quality practices and sustained performance.
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Other

- Emerging priorities and additional responsibilities are responded to with flexibility and sound judgement, in line with business needs.
 - Company policies, procedures and guidelines are consistently understood, applied and upheld.
 - Role actively contributes to a safe and healthy workplace, with personal and shared responsibility for health and safety embedded in day-to-day work.
 - Responsible gambling is a core consideration in everyday decisions, with all activities carried out in ways that support safe play, minimise harm and uphold Lotto NZ's purpose.
 - Health and safety requirements are consistently met, with hazards, incidents and near misses identified and reported promptly in line with policy and procedure.
 - Security obligations are understood and met, required training is completed, and incidents or concerns are reported quickly and appropriately.
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Your skills and experience

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| Technical skills | <ul style="list-style-type: none">• 10-15 years of Enterprise Portfolio Management leadership in the public or private sector.• In-depth knowledge of PMO, programme, project best practices and their pragmatic application to an enterprise portfolio.• Understanding of product management and agile methods. |
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| Experience | <ul style="list-style-type: none">• Proven experience leading enterprise portfolio management functions within complex organisations.• Demonstrated success establishing and evolving PMO/EPMO capabilities, governance frameworks and portfolio management practices.• Significant experience working with Executive Teams to support strategic planning, investment prioritisation and portfolio decision-making.• Proven ability to manage enterprise portfolio trade-offs, dependencies, risks, capacity constraints and competing priorities.• Experience delivering portfolio insights, assurance and recommendations to executives and governance forums.• Proven leadership of multidisciplinary teams spanning portfolio management, business analysis, project, programme and product management.• Exceptional stakeholder engagement, influencing and communication skills. |
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| Qualifications | <p>Two or more of the following or equivalent:</p> <ul style="list-style-type: none">• P3O• MSP• PMP• PRINCE2 Practitioner• Agile certification (SAFe, Scrum, ICAgile or equivalent) |
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- Product Management
 - Change management
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Authorities

People responsibilities: • 10 people

Signature authority of: • \$0
