

Position description



Title Senior Delivery Manager	Reports to EPMO Delivery manager
Division Transformation & Technology	Department Transformation
Location Auckland	Last updated June 2024

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 purpose of this role is to provide project management skills and expertise within a cross functional project team to deliver new strategic initiatives and enhancements.

This role will actively lead projects with passion, acting as a conduit and champion across the organisation. The Senior Delivery Manager has responsibility for designing, planning, and leading project implementation to achieve agreed time, budget, quality and scope objectives. This role has a strong emphasis on proactivity, effective application of project management disciplines, stakeholder management and project team leadership.

What you will focus on

Project Planning

- Plan complex projects into logical work packages to enable their efficient and successful delivery
 - Understand project management methodology to be able to apply the best method (e.g., agile, waterfall) for the individual project
 - Contribute to the completion of a business case for projects as required
 - Communicate the project plan in a clear and effective manner including both written and verbal communications
 - Complete key project planning deliverables including project schedule, project budget and risk register.
-

Project Management

- Manage the successful implementation of strategic cross functional projects involving technology and business change projects
 - Follow the project management processes and guidelines at Lotto NZ.
 - Make key business decisions, by initiating appropriate consultation as required, within the context of the project scope.
 - Escalate project issues and business decisions as required in a manner to enable an informed and timely decision to be made.
 - Demonstrate effective and competent project management of assigned projects to the business objectives, budget, time and quality metrics assigned.
 - Complete the required project artefacts including project and Steering Group reports, change / risk / issue / key decision tracking
 - Keep project sponsors regularly informed, raising risks and issues early and seeking input into mitigation strategies. Keep other key groups and committees informed as necessary to assure ongoing engagement and commitment to deliverables
-

Project Delivery and Implementation

- Deliver projects to agreed success measures including time, budget, quality and scope.
 - Complete detailed project planning and management to support the 'go /no go' decision making process and the technical implementation.
 - Complete a project implementation review at the closure of each project or significant milestone.
 - Deliver the assigned projects in the most effective and best way possible to achieve the desired business objective, budget, time, and quality metrics.
 - Complete the project artefacts required to support implementation e.g, Rollout / Implementation plans, Go / No Go documentation.
-

Leading Cross-functional teams

- Lead cross-functional project teams
 - Mentor and coach others in project management
 - Demonstrate effective management and leadership of cross-functional projects teams for the assigned projects.
 - Adapt communication and management style as appropriate to most effectively manage the assigned project teams.
-

Other

- As a member of the Enterprise Portfolio Management Office you will be expected to actively contribute to developing the maturity of project management office practice
 - Any other duties as reasonably required by your manager or other key stakeholders.
 - Ensure all company policies, procedures and guidelines are followed and adhered to.
 - Take an active role in promoting and ensuring a safe and healthy workplace at Lotto NZ for yourself and others.
-

-
- Lotto NZ's purpose is to provide safe gaming that allows New Zealanders to play and win while contributing money back to New Zealand communities: Ensure that minimising the potential for harm from our games is a key consideration in all day-to-day activities and decision making, through adhering to all Lotto NZ responsible gaming processes and policies.
 - Ensure the Lotto NZ Health and Safety policy is adhered to (including procedures in the Health and Safety Manual) and hazards, incidents and near misses are reported in the Health and Safety system in a timely manner.
 - Comply with all Lotto NZ security policies and instructions, complete all required security awareness training and report any security incidents or concerns in a timely manner.
-

Your skills and experience

Technical skills	• Ability to lead, manage, and work within a team to develop and implement new products, channels, concepts and technology; • The proven ability to work across boundaries within all divisions of a business; • Ability to focus on goals and drive forward initiatives. • Ability to mentor and coach others in the project management tools and methodology • Desired ability to use project and team collaboration tools such as JIRA, Confluence, and Trello.
Experience	• A minimum of five years successful project management experience in a technology / business change environment • A proactive, results-orientated and customer-focussed approach to project management; • Proven experience leading multi-disciplinary project teams consisting of IT, Operations, Marketing, Sales, Finance, and external suppliers. • Desired experience delivering Agile methodology based projects.
Qualifications	• A relevant tertiary qualification or equivalent work experience • A relevant project management qualification (e.g. PMP) or equivalent work experience

Authorities

People responsibilities:	0 people
Signature authority of:	\$0
