Project Manager - ICT

EECA | TE TARI TIAKI PŪNGAO
ENERGY EFFICIENCY & CONSERVATION AUTHORITY

The Role

Location:	Wellington	Team:	Information and Communication Technology (ICT)
Grade:	18	Reports to:	Manager, ICT
Employment:	12 months Fixed-Term	Direct Reports:	Nil

Responsibilities

The Corporate Services Group is essential in helping EECA achieve its purpose. It provides the support services that enables our people to thrive. The Group ensures that we have the right information, infrastructure, capabilities, and processes to underpin organisational success.

Within the Corporate Services Group, the Information and Communication Technology (ICT) Team is responsible for delivering, managing and securing the technology products and services that support the organisation's business processes and workflows.

As the Project Manager, you will be responsible for managing ICT projects and initially the successful implementation of our new CRM and contracts management system.

EECA's Purpose and Behaviours

Our Mission

EECA's mission is to mobilise New Zealanders to be world leaders in clean and clever energy use. We are Te Tari Tiaki Pūngao – Guardian of the energy. This means we have a responsibility to ensure that all of New Zealand recognises that the energy we save now will be an asset to our future, in a multitude of ways. We want a sustainable energy system that supports the prosperity and well-being of current and future generations.

In order to get there, our strategic objectives are:
- Energy efficiency first
- Empower energy users
- Accelerate renewable energy

Outcomes are that energy users save energy, money and reduce emissions; and energy productivity and resilience improve. The lever EECA uses to achieve this are:
- Regulation of products, processes and systems
- Information and education to promote clean and clever energy choices
- Targeted investment to demonstrate and scale up energy efficient technologies and renewable energy use.

More information on who we are and what we do is available on our website www.eeca.govt.nz/about-eeca

Our Behaviours

EECA has identified four behaviours that will help us succeed. We will be looking for applicants that can demonstrate these behaviours.
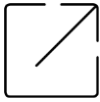
Open to the new   Stand in others' shoes   Believe in 'we' not 'me'   Deliver the goods

Key Result Areas

- Develop and maintain strong, collaborative working relationships with the EECA staff, and key external stakeholders and vendors to gather requirements, provide updates and manage expectations.
- Develop detailed project plans with clear milestones, timelines, and resource allocations to help ensure timely delivery of the project within scope and budget.
- Monitor and report project progress, and satisfactorily mitigate project risks and issues.
- Support good governance and decision making (including any changes to scope).
- Work with stakeholders to support effective change management and user adoption.

Key Competencies

- Project planning, monitoring and reporting
- Risk management
- Communication
- Problem solving
- Dealing with ambiguity
- Stakeholder management
- Change management

Relationships

It is expected that effective working relationships are established with relevant EECA staff and external stakeholders.

Where your position fits

Corporate Services Group
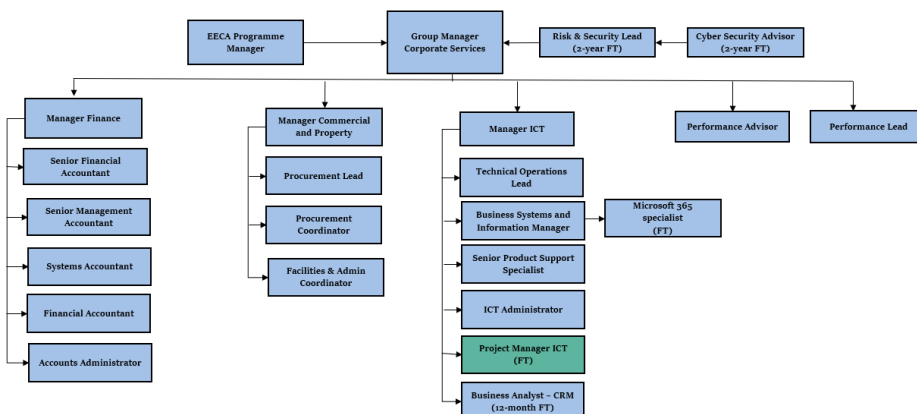
Key Internal Relationships

- Corporate Services Group
- Insights, Data and Communications Group
- EECA Staff

Key External Relationships

- External Providers

Educational Qualifications, Experience and Skills Required

- Relevant tertiary qualification, or equivalent experience in Project Management, including experience project managing ICT system and/or data projects
- A good working knowledge of project management methodologies (e.g. agile, waterfall, or hybrid)
- Ability to anticipate needs and shifting priorities and the flexibility to respond to changes quickly
- The demonstrated ability to get results
- Excellent facilitation and interpersonal skills
- Highly effective communications skills
- Ability to work as a collaborative team member across the organisation
- Continuous improvement mind-set
- Experience successfully managing vendor relationships
- Experience with change management

EECA's Working Environment

A policy of equal employment opportunity operates and EECA provides a work environment that is free from discriminatory practices and encourages all employees to reach their full potential.

As a good employer, EECA takes its Health and Safety responsibilities seriously and all staff are expected to comply with all Health and Safety policies and practices, as part of their employment.

Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa
i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake 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.
Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki
https://www.publicservice.govt.nz/about-us/

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.
You can find out more about what this means at: https://www.publicservice.govt.nz/about-us/