

ROYAL FOREST AND BIRD PROTECTION SOCIETY OF NEW ZEALAND INC.

JOB DESCRIPTION

JOB TITLE

Project Manager – Strategic Projects

PURPOSE

The purpose of the Strategic Projects Manager role is to coordinate key initiatives that enhance Forest & Bird's conservation work by developing project management tools, supporting IT-based improvements, and implementing strategic goals. This involves planning, coordinating, and delivering allocated strategic projects across various functional streams that are significant to achieving the organisation's strategic objectives.

SPECIFIC DUTIES & RESPONSIBILITIES

- Set up and lead projects and project teams for allocated strategic projects.
- Create, adapt and manage project plans.
- Ensure delivery of tasks within the project plans and agreed timeframes.
- Adapt delivery targets if agreed resource availability changes or organisational changes require it.
- Exercise authority and be accountable for your decision-making within delegations set by project sponsors (this will vary depending on the specific project).
- Provide regular project progress updates to all responsible sponsors and/or Leadership Team members on allocated strategic projects.
- Manage assigned projects and project teams within delegated authority, including financial delegation level.
- Provide timely and accurate monthly milestone reporting as requested by project sponsors.
- Through a predetermined mutual agreement, provide project expertise and support for other projects not managed by this role.
- Consider ongoing alignment between allocated strategic projects and other projects across the organisation to identify overlap and collaboration opportunities.
- This role will report directly to Planning & Performance Manager.
- This role has no direct reports.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.

- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Proven experience managing corporate projects.
- Strong generalist skills and be comfortable managing projects that vary in type and size.
- Strong stakeholder management and communication skills, including engagement with senior executives.
- Ability to deliver work to a high standard and hold people to account.
- Can provide project management mentoring and coaching to other team members.
- A proactive, solutions-oriented mindset with the ability to work independently.

Core competencies:

- Critical thinking
- Problem solving
- Time management
- Organisation
- Communication
- Collaboration

Experience:

Relevant qualification in project management or equivalent experience in a project manager or similar role that performs the following tasks:

- Planning & forecasting
- Scope management
- Risk management
- Budget management
- Tracking, monitoring & reporting

Quality management

This position requires some familiarity with Te Ao Māori including, for example Te Reo Māori and tikanga. A person holding the position who does not already have an appropriate level of competence and knowledge will be required and supported to develop them.