

Title: Project Manager – Business Development Portfolio

Reporting to: Strategy & Business Development Manager

Direct Reports: N/A

THE PROJECT

Assist the Strategy & Business Development Manager with ensuring the successful execution of the Business Development Portfolio (Project) as approved by the MainPower Board. Execution of the development portfolio requires the initiation, management and completion of a number of workstreams supporting the MPowered Future new business strategy.

PURPOSE OF POSITION

The Project Manager reports to the Strategy & Business Development Manager and is a member of the Commercial Team of MainPower New Zealand Limited (the Company). The Project Manager will work under the direction of the Strategy & Business Development Manager.

The Project Manager will be accountable for the coordination of project tasks including collation and coordination of project financial and status reports, creation and/or maintenance of project schedules and forecasts, management and maintenance of project management databases, meeting co-ordination and minute taking, and general office administration tasks. Responsibilities also include contributing to the monitoring of and assisting with project setup as well as contributing to the ongoing development of the MainPower's project management methodology, creation of templates and development and maintenance of project management procedures and processes.

The Project Manager will assist the Strategy & Business Development Manager in maintaining effective relationships between the Project and key stakeholders, ensuring all parties are effectively briefed and engaged for the duration of the Project.

The Project Manager provides support to the Strategy & Business Development Manager and the rest of the Company adopting a culture of service excellence; ensuring customer and business needs are understood and that best practice delivery support meets or exceeds expectations; all while ensuring health and safety standards are maintained.

POSITION VALUES

The role of Project Manager is considered a critical support role to the Project Team and it is expected that a strict sense of professional ethics, confidentiality and privacy is maintained, a positive customer service attitude and team focus is displayed, and is enquiring and articulate while ensuring the values of the Company are upheld at all times.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- CEO & Board of Directors
- Strategy & Business Development Manager and members of the Executive Leadership Team
- Business Development Portfolio Team, Project Customer & Project Sponsor
- Project suppliers, advisors, partners and consultants
- Commercial Team
- Finance Team
- Network Team
- Safety & Business Risk Team
- Customer & Corporate Relations Team
- Transpower
- Local Authorities & National bodies (HDC, ECAN, NZTA)
- Local community, Iwi and all other stakeholders embodied in the resource consent conditions
- External Legal counsel (DC)
- Insurers

ACCOUNTABILITIES

RESPONSIBILITIES AND PERFORMANCE MEASURE

Project Coordination & Management

- Manage project schedules and monitor financials. Compare actuals with estimates. Prepare financial tables and reports. Raise variances and risks to the Strategy & Business Development Manager.
- Prepare documentation, including Project Status reports, Project Change Requests, Statement of Works, project presentations.
- Liaise with vendors, track purchase orders and monitor statement of works.
- Maintain project management databases including risks and issues registers, financial forecasts and schedules and project change requests.
- Manage the publishing, circulation and notifications of all project documentation.
- Manage the consultancy services agreements and minor works contracts. Ensure the associated consultants, contractors and suppliers deliver to the required timeframe, budget and technical and quality standards. Agree any variations with the Strategy & Business Development Manager. Ensure their compliance with all health and safety requirements and reporting. Ensure all contract documentation meets statutory and company requirements.

Project Administration & Support

- Organise meetings, prepare agendas and papers, keep minutes and follow up on action points as agreed.
- Review web page on the internet and maintain current as required.

- Assist in the preparation of accurate and timely status reports and board papers including responsibility for their collation and distribution.
- Carry out project initiation and set up processes.
- Ensure Project Methodology is followed and all appropriate approvals are gained.
- Ensure record keeping, document management and archiving requirements for project is met.

Contribute to the Team

- Ensure effective communication and uptake of new procedures.
- Create ad-hoc reports as necessary.
- Administer any required team tracking spreadsheets; such as Holidays, Contractor expiries, as required.
- Co-ordinate and conduct induction for new project team members.
- Participate fully in meetings with colleagues throughout MainPower, contributing as appropriate and supporting colleagues as required.
- Undertake any further responsibilities as reasonably requested by the Strategy & Business Development Manager.

Health and Safety

Contributes to a culture of health and safety.

- Positively contributes to the Company’s Health & Safety culture through active support and adherence to internal policies and procedures.
- Model behaviours that promote health and safety values of the Company.
- Carry out safe work practices by observing and giving feedback and recognition to direct reports, peers and other staff, contractors and visitors on safe and unsafe behaviours.
- Participate in regular Health and Safety meetings and relevant health and safety training as required.
- Take all practical steps to work safely at all times and ensure other staff members are also working safely.
- Accurately report and record all health and safety incidents, near hits or hazards as required in a timely fashion using company procedures and systems.

Professional Development

Undertakes professional development required to fulfil the Project Management competencies and accountabilities.

- Actively participate in all performance reviews with the Strategy & Business Development Manager.
- In conjunction with the Strategy & Business Development Manager, prepare and keep current a professional development plan.

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position, the Project Manager shall have and be able to consistently demonstrate the attributes and behaviours described below:

- Actively demonstrates professionalism throughout the Company and the industry and be a credible and trustworthy person who holds the respect and loyalty of all project stakeholders.
- Is proactive, energetic, enthusiastic and positive in all dealings with colleagues and customers.
- Has tenacity in pursuing goals, show focus in the face of opposition and ensure personal goals are aligned with the Company objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the Project, the Commercial function and the Company.
- Actively works to support the goals and objectives of others in the wider business.
- Champions MainPower’s “Health, Safety and Quality cause”, set directions, define standards and values and embed continuous improvement inside and outside areas of responsibility.
- Regularly update knowledge and skill through effective training and education.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position, the Project Manager shall have and be able to demonstrate the following skills and experience:

- Proven contract management administration experience including negotiation, evaluation, and awarding
- 2- 5 years’ experience of project management in a business portfolio administration and management
- Ability to take a lead and deliver on project objectives
- Advanced level Microsoft Word, Excel, PowerPoint, Visio & Project with excellent numeracy skills
- Understanding and experience of risk analysis and management techniques
- Experience in health and safety and industrial management
- Experience of Project Management from the perspective of both the client and the contractor

FORMAL QUALIFICATIONS AND TRAINING

- Project Management Institute (CAPM) accreditation or Prince 2 Foundation or similar professional project management qualification held.
- Knowledge of Microsoft software packages and proven computer skills required.
- Advanced knowledge and experience with the application of project management methodologies

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the Project Manager position but to at least to provide a ‘flavour’ of the requirements of the role – you may be asked to complete other duties for the betterment of the business from time to time.