

POSITION TITLE:	Project Manager
PEOPLE LEADER:	Head of Project Management Office (PMO)
TEAM:	Digital Business

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

As part of our strategic vision, we are well progressed on our technology transformation journey. As CIP grows, we have an increasing demand for technology project managers to deliver the projects that underpin CIP's strategic vision. This role will provide leadership and delivery of the growing backlog of projects, ensuring successful implementation across process, technology, and people dimensions. The role is responsible for providing strong vendor and stakeholder management, managing governance and risk, as well as partnering with the change team to enable change adoption.

WHAT I DO

PROJECT DELIVERY

- Develop and manage detailed project plans, budgets, and resource allocations.
- Apply fit-for-purpose project management methodologies to ensure timely and quality delivery.
- Oversee change management strategies, including communication, training, and adoption plans.

VENDOR & STAKEHOLDER MANAGEMENT

- Manage vendor selection, contract negotiation, and ongoing vendor performance.
- Build strong relationships with internal stakeholders, ensuring requirements are clearly defined and met.
- Influence decision-making and foster cross-functional collaboration.

GOVERNANCE & RAID MANAGEMENT

- Maintain robust governance, reporting, and compliance with CIP and NZX standards.
- Identify, assess, and mitigate project risks and issues proactively.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.

- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification or disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

WHAT I BRING

Qualifications	• PMP, PRINCES2 or equivalent project management certification an advantage • Relevant work experience in Financial Services an advantage
Knowledge and Experience	• Strong vendor management experience, including procurement, negotiation, and performance oversight. • Experience delivering complex business projects ideally in financial services or related industries.
Key Skills and Attributes	• Competent in common project management toolsets • Highly competent in project budget, resource, dependency, vendor and conflict management • Ability to identify & actively manage project risks • Ability to implement & adhere to project change control processes • Ability to integrate project and change management plans • Excellent scope & solution management, ability to translate high level business requirements into project scope and challenge business requirements to drive efficient delivery

APPENDIX ONE:
Job Description



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| | <ul style="list-style-type: none">• Excellent time management and organisational skills• Excellent communication skills, with the ability to communicate effectively at all levels of the business. Ability to run effective project meetings, summarise management level information and negotiate with multiple parties• Exceptional people leadership skills• Ability to work well under pressure• High level of accuracy, attention to detail and problem-solving skills |
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