

**APPENDIX ONE:**  
Job Description



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POSITION TITLE:	Project Manager
LOCATION:	Enterprise Project Management Office (EPMO), Tauranga or Auckland
REPORTS TO:	EPMO Manager

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## POSITION SUMMARY

The Project Manager role is located within the Craigs Investment Partners (CIP) Enterprise Project Management Office. This office is responsible for multidiscipline business change across the organisation involving process, technology, infrastructure, people and structural changes. The role's primary focus is to:

- Lead key business change projects from concept through to operational handover and review
- Manage stakeholders, drive a collaborative approach and deliver to requirements
- Champion good project management practice within CIP
- Coach, mentor and coordinate other project staff
- Develop and execute successful change management strategies, including communication and training plans

The role will be key in executing critical change initiatives across the organisation which allow CIP to achieve its 2025 vision.

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## KEY RESPONSIBILITIES

### PROJECT DELIVERY

- Lead key projects from concept through to operational handover and review
- Collaborate and engage with project team members to drive successful project delivery
- Plan, scope, and schedule activities required to complete change initiatives to a high standard and in an efficient manor within the tolerances set by the project sponsor
- Hold accountability for the completion of project stage gate documentation and gaining stage gate sign-off
- Use project management methodologies which are fit for purpose
- Develop and execute successful change management strategies, including communication and training plans
- Maintain business acumen and awareness of desired outcomes

### PROJECT MANAGEMENT

- Accountable for scheduling and running appropriate project meetings including a post release project review
- Responsible for effectively and economically using resources made available to the project
- Maintain awareness of team strengths and weaknesses to apply resources to tasks optimally
- Responsible for tracking project spend and maintaining delivery alignment to the project plan
- Responsible for identifying and escalating risks and issues to the project Steering Committee
- Facilitate procurement of key vendors required to drive change

## STAKEHOLDER MANAGEMENT

- Managing stakeholder communications, engaging stakeholders regularly, and drawing out requirements
- Work closely with stakeholders, ensuring sufficient input is given from all relevant parties and all requirements are well understood
- Build strong rapport with stakeholders, influencing key decisions and driving cross department cooperation

## PORTFOLIO MANAGEMENT

- Perform quality assurance activities, drive knowledge sharing and best practice, record and actively apply lessons learned
- Actively contribute to the CIP project management framework toolset
- Maintain a strategic focus, provide project delivery optimisation recommendations to management and ensure projects maintain alignment with enterprise level strategy
- Responsible for maintaining awareness of project dependencies and managing them in conjunction with the Steering Committee and Enterprise Project Management Office
- Champion good project management practice within the organisation
- Proactively seek and address feedback within project teams
- Coach, mentor and coordinate other project staff

## GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations and CIP procedures and policies.
- Maintain a high level of competence with CIP systems.
- Maintain the core competencies as set down by the firm from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- Act professionally, ethically and work co-operatively and constructively within the framework of the company structure.
- Any other tasks as requested by your manager.

**PERSON SPECIFICATION**

Qualifications	<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in either Finance, Business or Administration (desirable)</li> <li>• Relevant work experience in Financial Services (desirable)</li> <li>• PMP/CBAP certified</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• 8+ years delivering complex business change</li> <li>• Experience managing &amp; coordinating multiple projects concurrently</li> <li>• Reasonable level of industry knowledge in financial services</li> </ul>
Key Skills and Attributes	<ul style="list-style-type: none"> <li>• Sound understanding and flexibility to work to various common project management methodologies</li> <li>• Competent in common project management toolsets</li> <li>• Highly competent in project budget, resource, dependency, vendor and conflict management</li> <li>• Ability to identify &amp; actively manage project risks</li> <li>• Ability to implement &amp; adhere to project change control processes</li> <li>• Ability to perform impact assessments of various change types</li> <li>• Ability to identify high level testing requirements and to recognise the quality of testing undertaken</li> <li>• Excellent change management skills, ability to identify resistance to change and develop change management strategies including training and resource transition plans to address</li> <li>• Strong stakeholder management skills, ability to identify all stakeholders, earn trust &amp; respect, &amp; influence key decisions which will make a project successful</li> <li>• Excellent scope &amp; solution management, ability to translate high level business requirements into project scope and to challenge business requirements to drive efficient delivery</li> <li>• Excellent time management and organisational skills</li> <li>• 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</li> <li>• Exceptional people leadership skills</li> <li>• Strong analytical skills</li> <li>• High level of commercial acumen</li> <li>• Ability to work well under pressure</li> <li>• Problem solving skills</li> <li>• High level of accuracy and attention to detail</li> <li>• A proven ability to plan and prioritize a program of work, to deliver results</li> <li>• Honest &amp; trust worthy, in keeping with CIP values.</li> </ul>