

Job Description | Te Whakahuatanga

Job title	Project Manager Kaiwhakahaere Kaupapa		
Group	Sector Strategy Group Te Kāhui Tangata		
Reporting to	Director-Revenue Kaiwhakahaere		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 18	Date	August 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

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

Enabling a transport system that connects New Zealand – The Ministry of Transport's purpose | Te whakaahei i te punaha waka e hono ana i a Aotearoa

We are the Government's system lead on transport. We inform and advise the government on current and long-term transport issues by providing policy and investment advice to Ministers, leading regulatory reform, and monitoring the performance of the transport agencies that regulate or deliver transport services that New Zealanders rely on every day. You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us>).

Our values | Ngā uaratanga matua

Integrity

—

Tapatahi

Excellence

—

Kairangi

Collaboration

—

Mahi tahi

Sector Strategy | Te Kāhui Tangata

The Ministry of Transport's performance relies on the provision of professional corporate and support services. The Te Kāhui Tangata Group provides administrative, technical and advisory support to the Sector Strategy, Policy, Regulatory, Office of the Chief Executive, and Investment & Monitoring groups of the Ministry of Transport.

transport.govt.nz | hei-arataki.nz

HEAD OFFICE: PO Box 3175, Wellington 6140, New Zealand. PH: +64 4 439 9000

AUCKLAND OFFICE: NZ Government Auckland Policy Office, PO Box 106483, Auckland 1143, New Zealand. PH: +64 4 439 9000

Project Manager Position | Kaiwhakahaere Kaupapa

The Project Manager supports the Director - Revenue and teams to provide project management leadership and support to the Director-Revenue and teams on significant projects as required.

What you will do | Te mahi

This role is responsible for:

Delivery Leadership

- Develop, finalise, and execute project plans and other project documentation.
- Refine, finalise, and maintain comprehensive project documentation and project plans.
- Effectively identify and manage project delivery risks, including developing and actioning risk mitigation strategies and/or escalating as appropriate.
- Ensure dependencies and interdependencies across projects are identified and managed appropriately.
- Ensure projects are delivered according to time, budget, and quality standards.
- Determine, manage, review and report on budget requirements and status for assigned projects.
- Conduct project readiness assessments prior to go live and ensure business readiness as appropriate.

People & Self Leadership

- Support capability building in project management across the Ministry of Transport by providing fit for purpose guidance and supporting methodology to enhance project delivery.
- Support and mentor others in project management disciplines and methodology, to support the upskill of the Ministry's overall project management capability.

Intellectual Leadership

- Take a continuous improvement approach and identify opportunities to improve current project management systems and procedures across the Ministry of Transport and develop and implement new approaches.

External, Collective & Ministry Leadership

- Establish and maintain relationships with internal and external stakeholders, ensuring project sponsors are kept up to date on progress, risks, and issues as well as coordinating stakeholder engagement
- Provide risk reporting and assurance to governance groups
- Ensure a consistent approach to project planning, monitoring, and reporting across all projects.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Who you will work with | Tou kapa

Internal	External
Senior Leadership Team	Minister, Associate Minister and their offices
Managers and staff across the Ministry	Transport Sector Entities
	Other Government Agencies, crown entities and other organisations

What you will bring | Te mea e mauria mai e koe

- Experience working in government, a sound understanding of the role of the public service and of working with Ministers and other government departments and agencies.
- Experience in, or knowledge of, the transport sector.
- Professional qualification(s) in project management.
- Excellent interpersonal skills; able to build rapport and trust of managers, staff, and stakeholders.
- Knowledge of New Zealand context relating to government accountability.
- A strong understanding of governance frameworks and processes.
- Solid understanding of project management methodologies and best practices.

- Proficiency in project management tools and software.
- Ability to use critical thinking and analytical ability.
- Ability to adapt to changing project requirements and priorities.
- Proven written and verbal communication, with strong influencing and organisational skills.
- Understanding of Te Reo, Tikanga and Mātauranga Māori.

The Ministry of Transport's Māori Strategy | Hei Arataki

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Guiding Principles | Ngā Mātāpono:



Rangatiratanga

Empowering
and Leading



Kaitiakitanga

Guardianship and
Protection



Whanaungatanga

Collaboration
and Unity



Manaakitanga

Caring for and
valuing others

Diversity and inclusion | Te rereketanga me te whakauru

We want our workforce to increasingly reflect the communities we serve. The Ministry welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Your health, safety and wellbeing | Te hauora, haumaru me to oranga

At the Ministry we expect all employees to:

- work safely and take responsibility for keeping self and colleagues free from harm
- report incidents and hazards promptly
- know what to do in the event of an emergency
- ensure personal health and safety standards are adhered to when at work or offsite when working.

Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

HONEST & COURAGEOUS

Deliver the hard messages and makes difficult decisions in a timely manner to advance the longer term best interests of customers and New Zealand.

CURIOUS

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspective – to make fit for purpose decisions.

SELF-AWARE & AGILE

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

RESILIENCE

Show composure, grit, and a sense of perspective when the going gets tough – to help others maintain optimism and focus.