

THE MEDICAL COUNCIL OF NEW ZEALAND

JOB DESCRIPTION

POSITION:	Project Manager	
REPORTS TO:	Strategic Programme Manager	
DATE AGREED:	January 2018	

JOB PURPOSE	To manage the implementation of defined projects within the set organisational strategic directions. To meet set project and strategic objectives within quality, time, and budget targets, and manage the associated risks.
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LIMITATIONS ON AUTHORITY	Subject to delegation by CEO, within Council policies All expenditures to be within approved budget, unless prior approval given by CEO Compliance with the Medical Practitioners Act (where relevant), and with Medical Council of New Zealand policies and procedures The position is subject to the non-disclosure agreement relating to confidential information
FUNCTIONAL RELATIONSHIPS	Internal <ul style="list-style-type: none">• Management Team• Medical Advisers• Project Leaders• Chief Executive• Registrar• Medical Council Board Members External <ul style="list-style-type: none">• Medical colleges and branch advisory bodies• Chief Medical Officers of District Health Boards

ACCOUNTABILITIES AND TASKS (What does the job require?)	MEASURES OF PERFORMANCE (How will you know you are successful?)
<ul style="list-style-type: none"> • Contribute to the development, implementation and monitoring of progress of strategic directions • Manage specific agreed projects in liaison with the Strategic Programme Manager, project leaders, and/or Communications Manager • Draft project plans in consultation with the Strategic Programme Manager and project leaders • Coordinate and manage Council consultation and engagement processes as related to strategic programme and communications projects • Plan, lead, and implement continuous improvement and development of project management methodology, processes and templates • Draft reports and papers for steering committees, project working groups and Council, and distribute these as required • Organise and actively participate in steering committee, working group and BISEP meetings • Take responsibility for reviewing the business plan and tracking the progress of strategic initiatives • Act as a risk champion in the business and ensure strategic risks are identified and managed in line with Council's risk profile. 	<ul style="list-style-type: none"> • All project information and documentation is well crafted accurate, up to date and progress is monitored and reported • Responsibility for projects are agreed and projects completed within timeframes and budget and deliver intended benefits • Project plans include all necessary information including scope, action plan, deliverables, critical success factors, benefits and risks • Consultation processes are well managed, effective and timely • Engagement and communications are well managed. • Project resources are current, accurate and relevant, with tools and techniques to improve project delivery identified and implemented • Reports are provided that outline issues, inform of progress and make appropriate recommendations • Relevant issues are identified and raised at BISEP meetings • Managers, team leaders, and staff and Council are updated on progress with the business plan • Risks are documented in project plans and risk mitigation strategies implemented

PERSONAL CHARACTERISTICS REQUIRED BY THE POSITION

QUALIFICATIONS	<ul style="list-style-type: none"> • 5+ Project coordination or other relevant experience • Tertiary qualification preferred • Familiarity with the health sector an advantage
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Experience in project implementation • Proven writing skills and public sector engagement experience • Extensive word-processing experience and proficiency in a Windows environment (especially with Word, MS Project and PowerPoint)

PERSONAL SKILLS	<ul style="list-style-type: none">• Sound project organisation skills• Problem analysis and solution skills• Personal organisation and self management• Customer focussed approach• Commitment to quality service and improvement• Interpersonal skills• Teamwork and cooperation• Excellent oral and written communication and presentation skills• Information technology skills• Judgement and initiative• Time management, task planning and prioritising abilities• Flexibility and the ability to stay calm under pressure while still delivering on outputs• Leadership skills
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