

POSITION DESCRIPTION

Job Title: Senior Project Manager
Reports to: General Manager

INTRODUCTION

Conservation Volunteers New Zealand (CVNZ) is a national, not-for-profit, community-based organisation that is dedicated to involving volunteers in conservation projects for the betterment of Aotearoa's environment. Each year we engage thousands of volunteers on meaningful conservation projects across the country. By becoming a member of the Conservation Volunteers team, you will be using your passion for conservation to enable this work to continue.

SUMMARY STATEMENT

The Senior Project Manager is responsible for the management and delivery of Conservation Volunteer New Zealand projects. Although most projects are unique to the region, management of national projects may also be required. This role requires a practical knowledge to successfully deliver environment and community projects.

The Senior Project Manager will work with their Manager to construct detailed project plans and budgets, including resourcing, monitoring and stakeholder engagement. The incumbent will have the ability to convey the project requirements to the team with a clear understanding of delivery timeframes and be a strong advocate with stakeholders to drive future investment and participation.

DUTIES

All CVNZ Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Increase community awareness of our organisation and its impacts through the promotion of CVNZ's purpose and projects
- Work in accordance with CVNZ Policies & Procedures and the Employee Code of Conduct
- Actively contribute to maintaining team morale & motivation
- Respond within approved procedures in the case of an accident or emergency
- Exhibit high standards of professional and personal behaviour

Safety Management

- Demonstrating commitment to the risk management approach by behaviour, attitude and approach, to all in the workplace that safety is a key priority of the organisation.
- Implementing safety policies and procedures by integrating safety requirements into all operations related to their areas of responsibility.
- Monitoring safety performance and initiating actions to continuously improve safety within their areas of responsibility, including, engaging in effective consultation with all employees.
- Conducting workplace inspections to ensure familiarity with the risks and associated control measures and to assist in identifying training and development opportunities.
- Investigating and reporting on incidents and near misses that occur or are noted at the workplace and provide direct feedback to any person observed to be non-compliant with safety requirements.

People Management

- Apply the Accountable Management System (AMS) in the management of direct reports and/or reports once removed
- Apply the Performance Management Policy and Procedure ensuring timely completion of 1:1s and review processes
- Administer timesheet approval and leave approval in accordance with policy and procedure
- Apply the Recruitment Procedure when recruiting internally and externally
- Follow policy and procedure, and seek guidance from People & Culture in relation to disciplinary action and formal complaints

Finance Management

- Adhere to the Financial Delegation level attached to the role

- Adhere to Corporate Card policy and agreements for Credit Cards, Divipay Cards and Powerpass Cards as and when issued
- Follow the Motor Vehicle policies and procedures when driving CVA vehicles
- Follow the Purchasing and procurement policies and procedures before committing CV to a financial obligation

Business Development

- Liaison and establishment of strong business relationships with a diverse range of stakeholders, including national and local government agencies, corporate agencies and other relevant organisations to promote CVNZ as a key player in community engagement in environmental and heritage restoration and protection
- Assist with the design and implementation of funding strategies
- Research and submit funding applications for grants and government funded programmes in consultation with their Manager
- Source and plan environmental and heritage projects in line with CVNZ budgets, policies and procedures in conjunction with relevant project partners

Project Planning & Operations

- Manage contractual requirements, including budgets, in line with grant applications, funding deeds and MOUs.
- Work closely with the Senior Leadership Team in planning and implementing projects in line with CVNZ initiatives
- Develop and implement detailed project delivery plans
- Manage and troubleshoot logistics and resourcing across all project operations
- Schedule and track budget expenditure for each project
- Ensure project related equipment and resources are purchased, stored and maintained in line with CV procedures
- Provide technical advice to project staff in the delivery of project outcomes

Community Engagement

- Assist Project Managers and Conservation Officers to develop a community engagement plan for projects as needed.
- Proactively develop and maintain professional networks and relationships to support volunteer recruitment and engagement targets
- Travel to promote projects and support community involvement as required
- Plan and participate as required in the delivery of community engagement events, ensuring the safety and welfare of volunteers and staff by adhering to the CV WHS policies and procedures
- Increase community awareness through the promotion of CV projects and initiatives to local and national networks
- Liaise with People & Culture where necessary regarding volunteer issues or complaints

Leadership

- Model and encourage behaviours aligned with CV values and operating procedures
- Provide leadership, supervision, guidance and support to all direct reports
- Actively contribute to the Senior Leadership Team of CVNZ, providing guidance relevant to expertise
- Contribute to the strategic direction of CVNZ
- Actively engage with the Senior Leadership Team of CVA
- Participate in CV working groups
- Exercise the authority provided to advise and make recommendations to the CV Executive Team
- Lead with integrity demonstrating the value and purpose of CV to internal and external audiences alike

Communications & Marketing

- Develop and implement project marketing and communication plans
- Maintain oversight of regional social media platforms
- Ensure all marketing and communication for the project is in line with CV protocols and uses approved templates

Stakeholder Engagement

- Network with and identify potential project partners
- Maintain and service to a high standard existing key relationships with corporate and government partners
- Provide progress reports on status of opportunities, target performance and relationships with new and existing partners
- Negotiate partnerships to facilitate joint projects/programs/funding provisions
- Establish CVNZ as a key player in the Conservation sector
- Represent CVNZ at, and participate in, key conservation sector events

Planning & Strategy

- Arrange and attend higher level meetings with the Executive
- Work towards and manage the overall achievement of targets as outlined in the Business Plan

Admin/Other

- Provide reports to their Manager, General Manager, the CEO and other CV Department Heads as required.
- Update the CRM system and website, ensuring confidentiality of data
- Regular reporting in line with Standard Operating Procedures
- General office administration duties
- Ensure project purchasing and labour is within operating budget
- Operate and report on budget performance and Profit & Loss
- Other duties as directed

ESSENTIAL QUALIFICATIONS AND EXPERIENCE
--

- Relevant tertiary qualifications
- Experience in managing community or environment projects
- Experience in managing teams
- National Police Check
- Valid Full Driver's Licence

If not already current, the following qualifications will be required after appointment:

- Current First Aid certificate.
- Defensive Driving certificate
- Occupational Health and Safety certificate (Level 3 Minimum)
- Ministry of Justice Check or Working with Vulnerable People clearance

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Previous experience with a volunteer or not for profit organisation
- Demonstrated interest in, and understanding of, New Zealand's environmental priorities

KEY PERFORMANCE INDICATORS

- Current business relationships are maintained and new partnerships formed.
- New funding opportunities are identified and applied for in conjunction with the Executive
- Effectively communicate and report on project management and team management with their Manager.
- Written reports are prepared and submitted in a timely manner.
- Leadership, supervision, guidance and support are offered to all direct reports
- Overall responsibility is taken to ensure all staff abide by CV's OH&S Policies and Procedures.

KEY SELECTION CRITERIA

- Stakeholder Management & Interpersonal Communication Skills. Establishes relationships with stakeholders, develop effective stakeholder-oriented responses, and assesses, develops and negotiates innovative solutions to complex issues.
- Previous experience and achievements in proactively building strong business relationships with a variety of project partners.
- Demonstrable achievements in servicing contracts and meeting the delivery of income targets within a business plan and budget.
- Demonstrated capacity to effectively manage an office and support staff, both field and office based, to work safely.
- Demonstrated capacity to manage multiple tasks and competing priorities
- Demonstrated capacity to write concise, timely and accurate reports.
- Well-developed computer literacy in the functions of internet, database, email and word processing, and basic financial accounting.
- Qualifications or personal interest in the conservation of New Zealand's environment.

FINANCIAL DELEGATION AUTHORITY

The Senior Project Manager has a Grade 3 financial delegation in the relevant regional team.

RESPONSIBILITY & ACCOUNTABILITY

The Senior Project Manager is responsible for the overall achievement of set targets as outlined in the business plan.
The Senior Project Manager is directly accountable to the General Manager

WORKING CONDITIONS

The Senior Project Manager is required to travel to various project sites, as well as other places deemed necessary in sourcing, planning and implementing CVNZ programmes and initiatives. It may be necessary to stay away overnight whilst conducting CVNZ business.

A mobile telephone and laptop will be provided for business purposes.