



Position Description

Project Manager, Regulation

Reports to

Manager, Regulation

Purpose of Role

To successfully plan, manage and deliver medium to large and complex Commission projects, while ensuring the project team and key stakeholders are kept informed across the full project life cycle.

Commission's Vision

Our vision is that New Zealanders are better off because markets work well, and consumers and businesses are confident market participants.

Commission Values

The Commerce Commission is committed to acting with **integrity** and being fair, honest and impartial. We set high standards of **excellence** and exercise **good judgement** by understanding the environment we operate in and the impact of our actions. We are **accountable** to the people of New Zealand for our work and spending. We **respect** each other and value peoples' diversity and opinions.

Key Result Areas (KRAs)

- Successfully lead and manage Commission projects in accordance with branch strategy and portfolio objectives
- Provide advice, report and present both internally and externally
- Provide quality assurance, lead, coach and mentor the project team
- Maintain awareness of regulated sectors and markets and current risks and issues and ensure this is reflected in day to day project management

Competencies (Behaviours)

• Applying expertise and knowledge	• Persuading and influencing
• Planning, organising and delivering (results)	• Working with people
• Analysing and researching	• Learning and developing
• Writing and reporting	• Mentoring and leading
• Presenting and communicating (verbally)	• Formulating strategies and concepts

Key Result Areas

1: Effectively manage Commission projects

- Effectively manage the quality and delivery of project outputs
- Ensure robust project plans are developed, utilising established project templates
- Identify and manage risks and issues associated with the project – escalate risks as required to sponsor per risk framework
- Manage and document your project and progress including the external costs involved in the project
- Build effective internal and external relationships (i.e. external consultants/stakeholders) that achieve optimum results for the project
- Coach and lead your project team in project management disciplines
- Coordinate and integrate all project elements including working with the project sponsor to develop and execute the project plan, and coordinate any changes across projects
- Ensure timely and appropriate generation, collection, dissemination, storage, and disposal of project information
- Facilitate project team meetings and liaise with project sponsor as appropriate
- Maintain an overview of the Regulation work programme to ensure effective programme management and progress of current projects, and take action to address any slippage, in consultation with the project sponsor
- Ensure there is sufficient technical expertise by engaging Principal Advisers to support the needs of the project
- Record all significant project decisions e.g. technical decisions and change management decisions
- Ensure, where appropriate, that there are Quality Management and Communications/stakeholder plans in place
- Ensure where project parameters (scope, quality, time, budget, benefits) may not be met that change management procedures are followed e.g. if budget looks to be overspent, raise as a risk, and request change to budget
- Work with sponsor to regularly (as appropriate for project) check project scope and progress/parameters against the business case to ensure business case remains viable and project can still (without significant intervention) deliver intended outcomes/benefits

Outcome:

- Projects within the Commission are planned and researched to achieve optimum outcomes on time and within budget.

2: Provide advice, report and present both internally and externally

- Ensure all relevant internal and external reports/presentations convey explanations of analysis, recommendations and decisions in a clear and concise manner
- Give presentations to stakeholders and public
- Produce and oversee the production of high-quality written reports, documentation, presentations summarising findings to the team, branch, Commission and /or stakeholders
- Provide advice to the Branch and wider Commission

Outcome:

- Information and advice are provided to key stakeholders communicating project status and projected/actual outcomes in a timely manner.
- Risks, issues, and solutions are proactively and clearly identified and presented and actively managed.

3: Provide quality assurance, lead, coach and mentor the project team

- Guide project team to evaluate alternative resolutions and recommendations
- Share high level technical skills and knowledge with and amongst the project team
- Provide guidance on how to apply relevant economic principles and legal frameworks to project and/or analysis
- Delegate project tasks appropriately
- Mentor less experienced team members, providing expertise and knowledge to assist with their development
- Provide feedback on individual team members performance to their line manager as and when appropriate

Outcome:

- Project team is mentored and supported to achieve project outputs and outcomes.
- Quality research and advice, and quality assurance are fit for purpose.

4: Maintain awareness of markets and industries and raise issues

- Maintain awareness of regulated sectors and markets and current risks and issues
- Raise potential risks and issues with project sponsor to enable further action to be taken
- Share relevant information with the project team
- Ensure this is reflected in day to day project management
- Maintain expert knowledge of current and previous projects

Outcome:

- Projects address key issues and deliver relevant positive outcomes for stakeholders.

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or general manager and will be discussed with you.

Person Specification

Qualifications

- Undergraduate degree (or equivalent)
- Project Management Professional qualification or equivalent experience

Ability

Level

• Demonstrated verbal and written ability	Expert
• Project management competency	Expert
• Supervision and coaching experience in an operational environment	Expert
• Demonstrated conceptual thinking and problem solving	Expert
• Demonstrated analytical and numerical ability	Expert
• Demonstrated relationship management ability	Expert
• Demonstrated technical ability to plan and prioritise within projects	Expert

Experience

Level

• Demonstrated experience working in a project management methodology	Expert
• Demonstrated experience managing project budgets	Expert
• Demonstrated experience in managing (external) consultation processes	Expert
• Demonstrated experience managing internal and external relationships	Expert
• Demonstrated experience managing and leading projects	Expert

Knowledge

Level

• Knowledge of project frameworks and principles	Expert
• Knowledge of emerging technologies within the regulated sectors	Sound
• Knowledge of Microsoft suite of products	Sound
• Knowledge of Commission's role and function, and its decision-making processes	Sound
• Knowledge of economic and/or legal best practice	Sound

Definitions

Basic

The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities that take time to acquire, extending beyond short term. (Typically, 1-2 years related experience.)

Sound

The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring specialist knowledge. (Typically, 2-3 years related experience.)

Expert

The job requires experience of a broad nature, above that of a skilled person. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (Typically, 3-5 years related experience.)

Strategic

The job requires highly relevant knowledge and experience, an understanding of immediate issues and long-term effects of actions. This is a subject matter expert who can be focused on an organisation's goals as well as the specific short-term issues. (Typically, 5-10 years related experience.)