



Delivery Lead – HR Transformation, Information Services

Reports to

Business Solutions Manager, Information Services

Commission 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.

Role responsibilities:

The Delivery Lead – HR Transformation would be responsible for effectively managing and leading the delivery of the People and Capability transformation programme, starting with the business case development for the work and heading on into the project itself.

This role is a key project member who has the experience of analysing and defining the future business processes for the People and Capability team and aligning these with system development and delivery. This includes:

- Understanding of Software Development Life Cycles (SDLC) and Project Delivery methods and implementing them
- Lead project teams working on Information Systems projects
- Ensure project plans are developed, utilising established project templates
- Coordinate and integrate all project elements. This includes development of the plan, execution of the plan, and coordinating change across projects
- Ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information
- Maintain an overview of the IS work programme to ensure effective programme management and progress of current projects, and take action to address any slippage, in consultation with the Chief Information Officer
- Provide business analysis, documentation and facilitation services that are accurate and of a high standard
- Provide analytical input required for the development, enhancement, implementation, maintenance and operation of applications/systems or business process change for the Commission
- Collaborate with business stakeholders and subject matter experts in order to understand their challenges and needs
- Adopt and adapt business analysis approaches based on context and select appropriately from predictive (plan driven) approaches or adaptive (iterative/agile) approaches
- Prepare business cases that define potential benefits, options for achieving these benefits through development of new or changed processes, and associated business risks

- Conduct internal training on new systems as required; ensuring users are prepared and able to use new technology

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.