

Enatel

Position Description

Position: Senior Project Manager

Department: Engineering

Reports to: Portfolio Delivery Manager

Direct Reports: None

Scope of the Role:

The primary focus of the Senior Project Manager is to plan, oversee and lead projects from conception through to completion, ensuring projects are delivered on time, within budget and to the required specifications. To be active in driving results and finding ways to recover lost time or other challenges.

The Senior Project Manager will also participate in the governance structure and support the Portfolio Delivery Manager in ensuring projects are executed the right way, there is an appropriate focus on risk, initiatives are correctly prioritised, and that projects realise the intended benefit. This includes planning and managing the impact across a range of Enatel projects necessary for delivery of the strategy. To support other Project Managers within the PMO to deliver their assigned projects and improve their own capability.

Key Responsibilities:

- Project Leadership
 - Work closely with senior leadership (SLT) to deliver the strategic vision through a range of continually prioritised projects.
 - Ensure projects (core, adjacent and transformational) have a clear vision, purpose, and execution strategy.
 - Ensure stakeholders, project team members and other affected parties are aligned to the vision, purpose, and execution strategy of projects. Build teams and coalitions that are empowered to deliver on the agreed scope through strong influencing.
 - Motivate and inspire project teams and stakeholders. Overcome political and bureaucratic barriers to change and ensure a focus on people as well as outcomes. Support the Portfolio Delivery Manager in the motivation and ongoing development of other Project Managers.
 - Foster an innovative, open, and positive culture where team member input is encouraged, and differences are resolved constructively.
 - Drive and support organisational change in line with business strategy. Ensure that projects that deliver change (sometimes dramatic) are sustainable, include a focus on process and behaviours as well as supporting affected people through that change.
 - Support the development and maintenance of relevant project management structures, policies, procedures, and systems (MS Project, Sharepoint, Jira etc) that enhance effective execution of business strategy.

- Project Management
 - Ensure internal and external customer requirements & deliverables are identified, understood, and all required documentation is delivered complete.
 - Control scope, negotiate, oversee, and manage all Project Change Requests with stakeholders as required.
 - Oversee the identification, planning and budgeting of project management tasks including robust, credible project schedules. Inputs should be taken from relevant stakeholders across the business and where appropriate from customers and supply chain partners.
 - Approve project spend (Opex and Capex) in line with agreed business limits and delegated authority levels.
 - Ensure internal and external suppliers have all required documentation (BOM, specifications, work instructions etc.) to achieve required quality standards and delivery times of product in accordance with contractual obligations.
 - Monitor performance of Enatel projects. Anticipate, identify & investigate deviations, organise solutions and maintain a focus on task by working effectively with Product Managers, R&D Engineers, SLT members, and other key stakeholders as required.
 - Ensure risks & issues are identified, managed, and addressed and all relevant parties kept informed – following up, pushing for results, and/or challenging parties to think of the end result deliverable as required.
 - Ensure predictability and order in the execution of projects. Facilitate open communications across projects to ensure high satisfaction from stakeholders.
 - Prepare and distribute Project Status Reports and Estimates to key stakeholders on a monthly basis, as well as any other analysis or report required (e.g., lessons learnt, monthly reporting to SLT).
 - Be viewed as a Subject Matter Expert on all things Project Management. Maintain an excellent knowledge of Project Management techniques and processes and an awareness of current best practices.
- Resource Management
 - Ensure a resource capacity plan is established and maintained for each project that reflects the internal and external resource assignments and gaps.
 - Ensure a weekly update of overall resource plan for projects with escalation of issues to the Portfolio Delivery Manager or relevant SLT stakeholders.
 - Ensure a financial plan is established and maintained for each project to provide input into the business planning process.
 - Provide day to day coordination of task assignment on assigned projects.
 - Communication of work plan and expectations to staff on assigned projects.

General:

- Upholds the company values.
- Assist in the development of RFX responses which may include workshops, business case development, feasibility studies and presentations.
- Contributes to the achievements of department goals and objectives.
- Perform any other tasks as required by your manager and/or the business.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.

- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • Senior Leadership Team 	<ul style="list-style-type: none"> • Customers
<ul style="list-style-type: none"> • GM Engineering and the Portfolio Delivery Manager 	<ul style="list-style-type: none"> • Third Party Manufacturers & Other Suppliers
<ul style="list-style-type: none"> • Sales/Marketing Team, Product Management 	<ul style="list-style-type: none"> • Contractors
<ul style="list-style-type: none"> • Engineering team including hardware, software, mechanical and PAT 	
<ul style="list-style-type: none"> • Operations team including manufacturing, sourcing, logistics 	
<ul style="list-style-type: none"> • Finance team 	
<ul style="list-style-type: none"> • Other Enatel departments as required 	

Person Specification:

Competencies	Essential	Desirable
	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Drive for Results – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Organising and Planning - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. • Managerial Courage – provides current, direct, complete, and “actionable” positive and corrective feedback to others. Faces up to people problems on any person or situation. Is not afraid to take negative action when necessary. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Interpersonal Savvy – relates well to all kinds of people – up, down and sideways, inside and outside the organisation. Builds constructive and effective relationships. Can defuse even high-tension situations comfortably. 	

	<ul style="list-style-type: none"> • Dealing with Ambiguity – can effectively cope with change and can shift gears comfortably. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Technical Learning – can learn new skills and knowledge. Picks up on technical things quickly. • Timely Decision Making – makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure. Able to make a quick decision. • Priority Setting – Spends his/her time and the time of others on what's important. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks and creates focus. 	
Knowledge & Experience	Essential	Desirable
	<ul style="list-style-type: none"> • Engineering degree • Ten (10) years' experience in an engineering and/or manufacturing environment. General familiarity with software and hardware engineering development processes. • Six (6) years of project management experience, preferably in an engineering environment, with project lifecycle and a background in enterprise level project management. • Solid knowledge of processes involved in development of new products & projects including both waterfall and Agile methodologies (Scrum and Kanban). • Strong commercial and business acumen. Exceptional financial, reporting, and quantitative skills. • Experience in scheduling staff across multiple projects, managing schedules and budgets. 	Design & Development, Project Management
Qualification / Licenses	<ul style="list-style-type: none"> • PMI / PMP certification preferred 	PRINCE2 as the alternative