



Position Description

Title:	Senior Portfolio Controls Advisor
Group:	Transport Services
Reports to:	Team Lead – Project Management Process
Band:	17
Date:	October 2022

Context

Our purpose	<i>Waka Kotahi. Moving. Together</i> A land transport system connecting people, products and places for the thriving Aotearoa.
Group and team purpose	Transport Services is an end-to-end business group that focuses on our transport system – from policy and planning, through design and delivery, to maintenance and operations. We have some of the most capable and motivated people in the industry providing a transport system that enhances the way New Zealanders live, travel work and connect. We build a world class transport network that delivers maximum value to New Zealand. <ul style="list-style-type: none">• We drive excellence in our construction programmes, building efficiently and leveraging innovative ways of working to optimize delivery• We oversee the build workforce to keep them safe while they work• We manage relationships with our contractors, suppliers and local partners to effectively meet construction budgets, timeframes and ensure delivery• We work regionally and across the sector to manage the impact of what we deliver to the community
Position purpose	The purpose of this role is to provide support and services for an assigned region, by working alongside programme managers, project directors, project managers and project control specialists. This role plays a critical part in ensuring best practices and quality reporting are applied across the lifecycle for all project and programme management activities to a consistently high standard. The Senior Portfolio Controls role works closely with the Principal Portfolio Advisors to drive and implement improvements, and provide services and support that enables the Transport Services group to successfully deliver on their plan. They will also work with the regional leadership team to assist with providing visibility of the forward work programme, resource planning and information to support external relationship management.

Key relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Regional Managers • Portfolio, Programme and Project Managers • Portfolio Advisors • EPMO • Transport Services business units including System Design, Infrastructure Delivery, Operations and Maintenance, Programme and Standards • All business groups <p>External:</p> <ul style="list-style-type: none"> • Local authorities • Industry Groups and Communities of Practices • Consultants and Contractors
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Dimensions	Location: Multi (Auckland, Hamilton, Napier, Palmerston North, Wellington or Christchurch)
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What the position involves

Accountabilities	<p>As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:</p> <ul style="list-style-type: none"> • Manage your region's portfolio of work to best effect, ensuring projects and programmes are well supported and are aligned to NZTA's and Transport Services' project management standards and frameworks • Demonstrate a commitment to the organisational values and behaviours • Manage and work effectively with project and programme managers for the successful delivery of work within the portfolio (scope, quality, time and budget) • Provide technical advice and support to the team, to drive alignment with project control and management frameworks, and support the portfolio in meeting business outcomes • Lead the identification, escalation and management of risks and issues in programmes and projects to support successful delivery • Lead the coordination and support programme and project reporting for stakeholders, including reviewing and managing the quality and accuracy of data in the reports • Build and manage effective relationships with key stakeholders, within your portfolio, as a trusted partner across the complete project lifecycle phases (strategy, planning, delivery and close). • Provide specialist support to ensure adherence to the standards and frameworks and managing expectations to maintain timelines of delivering and achievement of key milestones and benefits • Provide input into team feedback mechanisms to support the development and maintenance of best practice project management methodologies, tools and practices that underpin all Agency programmes and projects • Identify trends across the region's portfolio of work and share these insights and recommended approaches to the Transport Services project management community of practice and Portfolio Advisors • Manage, monitor and seek advice as appropriate across programme and project change requests to ensure alignment with the business case, business plan and expected benefits
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- Contribute to and facilitate appropriate meetings, workshops, training and other forums within the remit of the portfolio
 - Exhibit an interest and take guidance from senior colleagues for a value for money and commercial acumen approach in delivery of services.

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakapono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

NGĀKAU AROHA Have heart means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.
- Treat others how we would like to be treated.
- Are inclusive and connected
- Look out for each other

KOTAHITANGA Better together means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

KIA MĀIA Be brave means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

MAHIA Nail it means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes

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- Hold ourselves to account
 - Help others succeed
 - Celebrate success

As a member of the state sector we also hold ourselves to the highest standards of integrity and conduct.

SPIRIT OF SERVICE

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

The value you will bring

Knowledge and experience:

- 4+ years of experience at in a PMO environment or equivalent programme or project delivery environment, ideally with experience working on engineering and infrastructure projects with a focus on project controls – cost management, risk management, reporting and scheduling.
- Demonstrable knowledge and application of portfolio, programme and project methodologies and reporting
- Proven experience in leading, influencing and building credibility across a range of stakeholders
- Experience in reviewing key programme and project documentation and through this be able to effectively work with teams to deliver quality outputs
- Excellent organisational skills in prioritising and managing workloads
- Excellent oral and written communication skills
- A solid understanding and ability to identify trends and risks to enable them to be managed before they materialise
- Experience in using relevant systems in a PMO environment ideally with PlanView, SAP, TIO or relevant financial experience

Qualifications:

- Bachelor's degree in business, commerce, engineering or equivalent
- A recognised project or programme management professional qualification, i.e. Project Management Professional (PMP), Prince2, and/or Managing Successful Programme (MSP) is desirable

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

To learn more about what we do visit www.nzta.govt.nz