



Job Description

Job Title:	Project Manager
Department:	Operations
Location:	Parnell, Auckland
Role Type:	Full Time
Reporting to:	Programme Director
Direct Reports:	N/A

Firstly, a little about N4L...

The Network for Learning Limited (N4L) was founded in the belief that equitable access to digital technology, will empower young New Zealanders to succeed in education and beyond. This belief drives and motivates our staff, as we empathetically design and deliver digital technologies, helping to create a future-ready, world-ready Aotearoa New Zealand.

About the Role...

We are looking for an energetic professional to become part of our highly dynamic and fun team. To be successful in this role you must be experienced in leading multiple parallel projects and initiatives in a fast paced environment. You will be responsible for providing management services to ensure effective and efficient operation of day-to-day project management activities.

Summary of Key Responsibilities

Tactical

- Work closely with the Programme Director to deliver and manage projects end-to-end
- Coordinate resources associated with the delivery of the assigned projects
- Adhere to project governance and complete timely status reporting to the Programme Director

Processes and Procedures

- Manage project scope, schedule, risks, issues and change
- Establish project timelines and track milestones
- Identify and resolve project risks, issues and conflicts

People & Culture

- A positive attitude and sense of humour is a must
- The ability to engage with others in the organisation to help build an open, supportive and positive working environment
- The ability to work collaboratively in a team-oriented environment
- Build and foster strong relationships with key internal and external stakeholders
- Is confident, adaptable and outgoing

Key Requirements and Essential Skills

The Project Manager should have:

- Strong initiative with excellent time management and organisational skills
- A high standard of written and verbal communication skills with great attention to detail
- Confidence using Google Apps and the ability to pick up new systems quickly

Qualifications and Experience

The Project Manager needs to have:

- Proven Project Management experience
- A relevant qualification (i.e. PRINCE2). This will include knowledge of project methodologies such as Waterfall and Agile
- New Zealand experience in operating within Technology/Government sectors