



TaurangaCity

Job description

Title	Digital Project Manager
Number	
Group	Digital Services
Division	Digital Solutions Delivery
Reports to	Digital Programme Assurance Manager
Direct reports	No direct reports
Date	19/01/2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:

- always modelling organisational values.
- a safe and healthy work environment.
- assisting Council to fulfil its Civil Defence responsibilities.

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The Digital Project Manager is a critical member of our highly collaborative team, working with business leaders, project stakeholders, developers, analysts and other technical personnel throughout all phases of the software development, implementation and product lifecycles. The primary responsibility of the Project Manager is to deliver programmes of work, translating strategy and features into project delivery plans, and execute to completion.

Key outcomes

Core Stakeholder, Governance and Delivery Outcomes	• Build strong relationships with executive stakeholders, boards, and delivery partners, ensuring transparency and confidence in delivery outcomes. • Provide clear executive-level reporting and insights, enabling timely decision-making and effective risk management. • Lead governance forums (steering groups, boards) with structured reporting on risks, dependencies, and benefits realisation.
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	- Established and executed end-to-end project governance frameworks, ensuring alignment with strategic priorities and compliance obligations. - Successfully managed multi-vendor and cross-functional delivery teams, enhancing collaboration and reducing delivery risk.
Risk and Assurance Outcomes	- Identify and mitigated delivery risks early, reducing project overruns and unplanned costs - Ensure adherence to risk, security, and compliance standards - Ensure effective change management minimising disruption and smooth transition to business-as-usual operations.
Digital and Transformation Outcomes	- Deliver transformation programmes that modernised legacy systems and introduced cloud, SaaS, or AI-enabled solutions. - Embed and use appropriate delivery methodologies (e.g. agile, waterfall and hybrid), improving speed to completion and stakeholder responsiveness. - Drive continuous improvement by implementing automation and process optimisation initiatives where applicable. - Build and mentor high-performing delivery teams, improving team capability, engagement, and retention. - Foster a culture of accountability, innovation, and continuous improvement within project teams. - Enable business uplift working with other Digital Services teams, through training, adoption strategies, and change management.
Understanding Business Outcomes	- Ensure stakeholders have a shared understanding of how their needs will be met and implemented by maintaining open lines of communication and clarifying points of confusion. - Support Digital Services staff to communicate testing, integration, and data migration. - Ensure sufficient documentation is completed for all projects. - Demonstrate product functionality for customers and senior leadership.

We uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua	• All actions and activities are conducted in a manner that upholds the principles of Te Tiriti o Waitangi. • You are committed to developing your knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.
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The job description is not an exhaustive list of requirements; the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Essential Person specifications

• Professional industry certification(s) appropriate to this position (e.g. Certified Scrum Product Owner, PRINCE II etc.) • A tertiary qualification in business, ICT or similar relevant discipline. • 7+ years proven experience in the development and delivery of ICT delivery methods (as a product owner, project manager, consultant or manager) including Scrum, Scaled Agile Frameworks, Lean Canvas, Kaizen and Waterfall). • 3+ years' people management and stakeholder/vendor relationship experience, including proven mentorship, coaching, relationship building, and influencing skills.

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections