Job description

Title	Digital Security Project Manager
Number	
Group	Digital Services
Division	Digital Operations
Reports to	Manager of Digital Operations
Direct reports	Technical Business Analyst – Security Programme
Date	4/11/2026

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, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The Digital Security Project Manager ensures the security programme is delivered on time, within budget and to the required standard. Working across multiple technical teams and workstreams, they bring together the technical and operational work needed to strengthen TCC's security position, delivered in line with NIST controls and TCC policies and standards. The role provides the steering committee with the confidence, visibility and financial and project reporting it needs, in line with TCC project assurance standards.

Key outcomes

Programme Delivery Outcomes	• The security programme is delivered to agreed scope, time, budget and quality, with multiple workstreams and teams working to a single, integrated plan. • Security technologies are implemented and configured with minimal disruption to services, and

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	handed over so they can be supported by operational teams. • Cross-functional teams and vendors are aligned, accountable and working collaboratively, so delivery risks and dependencies are resolved early.
Security and Compliance Assurance Outcomes	• Delivered security controls align to NIST controls and TCC standards, with evidence available to demonstrate compliance. • Programme documentation is complete and fit for purpose, supporting audit, assurance and ongoing operations.
Governance, Risk and Financial Stewardship Outcomes	• The steering committee has clear, timely financial and project reporting that supports confident decision-making, in line with TCC project assurance standards. • The programme budget is managed within approved limits, and vendor and procurement activity complies with TCC requirements. • Programme risks, issues and changes are identified early, actively managed and escalated through the appropriate TCC governance forums.
Stakeholder and Team Outcomes	• Executives, the steering committee and business stakeholders have trust and confidence in the programme, and understand progress, impacts and planned changes in plain, non-technical language. • Digital Services teams are well prepared for change, with clear communication of testing, cutover and outages, and a culture of accountability and continuous improvement.
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, Matauranga Māori

	and our partnership with tangata whenua.

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

- A tertiary qualification in business, ICT, cyber security or a similar discipline, and a recognised project or programme management certification (e.g. PRINCE2, PMP, MSP). A security certification (e.g. CISM, CISSP) is desirable.
- 7+ years' proven experience delivering complex ICT infrastructure, network and/or security projects or programmes across multiple workstreams and teams, using waterfall, agile and hybrid approaches. Hands-on technical expertise is not required.
- Working knowledge of cyber security frameworks, in particular NIST controls, and the ability to turn control requirements into deliverable outcomes.
- Proven financial management and steering committee reporting experience, in line with project assurance standards.
- 3+ years' experience building strong stakeholder and vendor relationships and leading cross-functional teams without direct authority, with the ability to explain technical matters in plain language to executives and non-technical audiences.

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