

Project Manager – Project Axis (Fixed term)

Pūtake Tūranga - Scope

To lead the implementation of new technology systems within the Human Resource Information Systems and Asset Management domains, replacing existing solutions. The Project Manager will apply appropriate project management methodologies to effectively oversee budget, scope, resources, and timelines. This role is instrumental in driving successful project outcomes and fostering the adoption of modern, technology-enabled ways of working across the business.

Ngā Whainga - Key responsibilities

Project Management

Apply standard project management methodologies to lead the implementation of the new HRIS and Asset Management systems. Ensure implementations are delivered within defined scope, budget and timelines.

Build and maintain strong, collaborative relationships with all internal and external stakeholders to support a successful change adoption.

Foster a positive and inclusive project environment that encourages engagement and collaboration. Prepare and present project report for internal governance and maintain regular communication with the Project Sponsor and team members.

Proactively identify and manage project risks, developing mitigation strategies and escalating issues when appropriate. Provide visible and effective leadership to cultivate a high-performing, customer focused project team and ensure delivery of the intended business benefits.

Relationships

Identify and engage key stakeholders, including suppliers, through the development and maintenance of comprehensive stakeholder management plans.

Ensure inclusive decision-making by actively seeking and incorporating input from a broad range of employees and stakeholders.

Demonstrate strong resource management skills by balancing project demands with existing work programs and competing organizational priorities. Build and sustain effective working relationships to support project success and long-term adoption of change initiatives.

Communication and Engagement

Champion clear and consistent project communications, including the preparation and delivery of reports to the project governance team.

Provide coaching and mentoring to key project team members to build capability and support successful delivery.

Develop and maintain strong relationships across the stakeholder spectrum to foster engagement, transparency, and alignment throughout the project lifecycle.

Key outputs

Maintain the comprehensive project plan and supporting documentation for the implementation of the HRIS and Asset management systems.



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Manage critical workstreams including:

- Business change and stakeholder engagement
- Data migration and integrity
- Service design, transition, and establishment
- Deployment planning and execution
- Transition planning and post-implementation support.

Ensure alignment of deliverables with strategic objectives and successful realisation of project benefits.

Health and Safety

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.

Tō Pukenga - About you

Qualifications, skills and experience:

- A relevant degree qualification in relevant discipline (Computer Science, Business Administration etc)
- Proficiency in project management methodologies (e.g., PRINCE2, PMBOK, Agile, or hybrid approaches)
- 8 plus years in a role of relevance
- Strong planning, scheduling, and budgeting skills coupled with risk management and mitigation planning expertise
- Change management and stakeholder engagement including experience with HRIS and Asset Management systems and their business impact
- Familiarity with data migration, system integration, and service transition
- Ability to translate business needs into technical requirements
- Vendor and contract management

Personal attributes

- Relates well to all kinds of people and builds constructive and effective relationships
- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.
- Sound understanding of Māori culture.

Reports to: Information Services and Technology Manager
Group and Department: Corporate Services
Location: Whangārei
Date: November 2025

Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date:



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