

## Position Description

Title:	Project Manager, Capital Development	Reports To:	Head of Property Services
Directorate:	Enterprise, Finance, and Property Services	Direct Reports:	Nil
Status:	Permanent, 1FTE	Date:	January 2025

### About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is New Zealand’s largest museum, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand’s oldest research institution, an education facility, and a major tourism destination. We employ approximately 280 people and have over 300 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, Insurances, and an award-winning wellbeing programme.

### Purpose & Context for the Role

Accountable to the Head of Property Services, the Project Manager, Capital Development is responsible for full project management, through scoping, design, delivery and reporting of new building development and infrastructure/asset works. These projects will be undertaken within agreed approvals process, within budget, on time and to the high standard required to achieve project goals and objectives. Project work will be within and around the Museum, including public and back of house spaces to improve visitor experience and make best use of space. From time to time, projects may also occur at Manu Taiko our specialised storage facility.

The Project stream of the Property division is responsible for implementing and aligning projects in relation to Auckland War Memorial Museum’s strategic direction and values. As part of the organisation’s Asset Management Plan, the Museum will continue to undertake a programme of asset renewal, access, gallery renewal and improvement works across the business.

A vital member of the Property projects team, the Project Manager, Capital Development position is responsible for managing the successful delivery of planned building development projects. This will involve end to end project management from initiation through delivery, to handover to operational teams. The application of robust PM methodologies and techniques is expected. The incumbent may need to create and institute PM systems and processes where the Museum has gaps.

Collaborative working along with effective written and verbal communication skills will be essential to the success of this role, with the role holder dealing with diverse stakeholder groups

across all levels of the Museum, external contractors and project related organisations. In particular, close alliance with gallery content personnel will be necessary.

## Accountabilities

Key Tasks:	Expected Results:
Client-side	<ul style="list-style-type: none"> <li>• It is vital that all team members understand the organisation, its context, its purpose, and the many teams and specialists that make up this Museum</li> <li>• In managing external consultants and contractors, the PM must represent the best-interests of the Museum as a whole, which often goes far beyond straight-forward property outcomes</li> <li>• Equally, when managing internal relationships, there are times when property personnel must advocate for building issues because those issues are the best interest of the organisation, and colleagues may need to be helped to understand why this is the case (eg: compliance, risk)</li> <li>• Clear, timely communication and appropriate presentation methods</li> <li>• Leadership and advocacy of projects, particularly in Initiation or any start-up activities</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• End-to-end Project Management of a variety of projects. Indicatively tasks include initiation, business casing, scope-management, planning, scheduling, resourcing, financials, risk and issues capture, plus reporting</li> <li>• Use of standard project methodologies (eg PRINCE2 or PMI / PMBOK)</li> <li>• Successfully co-ordinate and schedule work to facilitate design, development and delivery of projects with other Museum activities ensuring current museum practices are adhered to and best practice project management is achieved at all stages</li> <li>• Work across different business areas of the Museum (e.g. curators, interpreters, programmers, conservators, collection managers, display team, marketing, external suppliers, contractors, partners, sponsors etc.) to establish appropriate internal project teams, integrating regularly with the Property Services and Gallery Renewal team when necessary to deliver projects</li> <li>• Manage, monitor and liaise with key contractors and consultants through all project phases – ensuring good judgement is applied to any trade-offs</li> <li>• Ensure all project documentation for internal and external stakeholders is accurate and to a high standard including clear communication of all aspects such as critical path, milestones, risks, issues, and budget forecasting and expenditure reports</li> <li>• Will prepare presentation material, reports and papers for a variety of audiences including governance, management and external stakeholders</li> </ul>

	<ul style="list-style-type: none"> <li>• Acts as spokesperson for the project team to inform internal and external stakeholders and staff and serve as conduit of information back to the team and senior management</li> <li>• Run procurement exercises ensuring probity and best-outcomes are assured</li> <li>• Ensure that construction impacts on collections and/or visitors are minimised through project planning and site management. Also, that suitable emergency egress is factored into all projects at all times.</li> <li>• Ensure processes and systems are in place to receive comprehensive as-builts, O&amp;M manuals, spares, warranties, quality documentation and training. Also ensure robust systems are in place to manage and resolve final defects and remedial issues to full project completion</li> <li>• Complying with Museum's governance systems through reporting, and issues and risk management practices</li> <li>• Identify gaps in PM tools and resources and identify/create solutions that are relevant to the Museum</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Develop effective working relationships with colleagues who contribute to capital development projects and delivery and ensure their participation in project teams</li> <li>• Develop effective working relationships and manage complex relationships with a broad range of people including external consultants, suppliers, contractors or stakeholder communities, who may not be familiar with working in a Museum environment</li> <li>• Support the Head of Property Services through:</li> <li>• Providing timely information, analysis and advice, to enable the Capital Projects work-stream to carry out its mandate and drive managed change</li> <li>• Actively participating as a member of the Property Services team and any wider programme teams</li> <li>• Working collaboratively with Managers, contributing to work across programmes that is planned, coherent, efficient and effective.</li> </ul>

## Important Relationships

### External:

- Design team representatives eg. architects, quantity surveyors, engineers etc
  - Contractors
  - Heritage New Zealand
  - Auckland Council
- and other partnership organisations related to all aspects of works delivery |

### Internal:

- Head of Property Services
- Director of Enterprise Finance & Property
- Wider Property Services colleagues
- Gallery and Collections (content) personnel (separate PM teams)
- Relevant finance team personnel |

## Our Expectations of our People

### **Ensure a healthy and safe work environment**

- Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- Understands and adheres to emergency and evacuation procedures.
- Speaks up about health and safety matters that could affect them or their workmates
- Actively participates in hazard identification and reporting
- Makes suggestions on how to improve health and safety at work.

### **Cultural awareness**

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā);
- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrates a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape and actively contributes to its evolution from a colonial institution to a future museum.

### **Digital capability**

- Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

### **Develop self for current and future employment**

- Knowledge and skills are developed and maintained for competent performance of current position.

### **He Waka Eke Noa – Values & Behaviours**

He Waka Eke Noa describes our unique identity and how He Korahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership competency framework which sets out how we lead, behave and work with each other, our visitors, and communities.

- Authentic – Understanding our purpose, practicing our values, leading with our hearts
- Customer Centred – Creating memorable positive experiences for each other our audiences
- Respectful – Honouring each other, valuing our differences
- Connected – Connected to each other, our work, and our communities
- Growth Mindset – We treat challenges as opportunities

### **Core Competencies Required of all Roles**

#### **Generosity**

- Displays goodwill towards colleagues and assumes the best of them, letting it go with mistakes are made and giving people another chance.

#### **Customer-Centred**

- Is always ready to share with and help others, even if they need to go out of their way.

#### **Resilience & Optimism**

- Doesn't give up when faced with challenges; remains realistic, and hopeful.

#### **Connected**

- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.

#### **Respectful**

- Is committed to divesting themselves of colonial views and interpretations of people and taonga, values indigenous work views and knowledge.

#### **Accountable**

- Holds themselves accountable for their performance, is open to feedback and asks for it.

#### **Inclusive**

- Respects that people are free to be themselves and express their identities.

## Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

### Approachability (Collaboration)

- Exhibits body language consistent with warm and inclusive communication.

### Business Acumen (Connected to our mahi)

- Knows the organisation and its operating environment and directs resources exclusively to the achievement of the Museum's strategy.

### Interpersonal Savvy (Manaaki)

- Is passionate about the role they play in the Museum and how it contributes to the positive experiences of internal and external customers.
- Provides exceptional manaakitanga to the Museum's manuhiri.
- Acknowledges that our audiences are diverse and have different needs, and works hard to meet these.

### Managing & Measuring Work (Accountable)

- Sets clear objectives and measures and monitors process, progress and results.

### Problem Solving (Curiosity)

- Demonstrates continuous improvement in their role.
- Approaches the unknown with curiosity rather than judgment.
- Identifies the root causes to current or potential issues and is willing to approach them from every angle to reach the right solution.
- Looks beyond the obvious and doesn't stop at initial answers, fights the tendency to grasp the most obvious option.
- Is committed to solving problems and is willing to persevere until they do; is solution focused.
- Doesn't see problems and barriers as insurmountable; sees them as impediments to be removed.

## Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Minimum five years' experience in construction project management
- Formal structured project management training and prior experience working with structured project management methodology highly advantageous (eg Prince2, PMBOK)

- Proven competency with Microsoft Office programmes including Excel, Word and Project, as well as Adobe Acrobat Professional
- Experience in dealing with regulatory requirements and regulatory authorities ie consenting
- Proven record of leading teams in a project-based environment
- Demonstrable experience with financial systems, processes and reporting in a project management environment
- Procurement and contract management ie RFPs and NZS3910
- Sound knowledge of various building infrastructure systems including: fire, HVAC, hydraulics, electrical and mechanical systems and its impact on the Museum environment
- Proven experience holding productive meetings and demonstrated ability to influence at these meetings
- Knowledge of museum or gallery renewal and exhibition design requirements and strong understanding on the impact on visitor experience, collection & research and overall building infrastructure is highly desirable
- Proven effective time management and organisational skills
- Demonstrated ability to work collaboratively and across all levels of an organisation
- Effective presentation skills, written and verbal
- Critical-thinking and problem-solving competencies
- Strong negotiation skills

### Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Leadership skills and qualities
- Understands and identifies consequences of actions or status-quo
- Can anticipate further or next steps at some remove from first steps
- Proven effective time management and organisational skills
- Demonstrated ability to work collaboratively and across all levels of an organisation
- Problem-solving competencies
- Strong negotiation and influencing skills
- Personal resilience
- Sense of humour

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