

POSITION DESCRIPTION

Position Title: Project Manager	Reports To: Public Programme Manager
Directorate: Public Experience	Direct Reports: None
Job Status: Permanent, Full Time	Date: March 2022

Job Purpose:

The Project Manager role is responsible for the planning and delivery of public programme events onsite, offsite, and online. They demonstrate strong project management and communication skills, with a proven success of delivering programmes within budget, on time and to a high standard.

This role requires proven capability in project and budget management. They demonstrate successful end-to-end programme delivery across multiple programmes and delivery expectations and have a history of successfully promoting teamwork. Experience within the GLAM sector is desirable.

They are responsible for:

- The implementation and delivery of inspirational best practice GLAM sector project management.
- Supporting the Learning and Public Programme team to deliver a complex and demanding public programme onsite, offsite, and online.
- Including the Māori (He Korahi Māori) and Pacific Dimension (Teu le Vā) into the planning and delivery of our public programmes.
- Strengthening our programmes through a sustainable and efficient project management model. Identifying and developing opportunities for efficiencies within project spend.
- Supporting the strategic development of Learning and Public Programmes through providing data for business case development and long-term planning as required.
- Supporting the Learning and Public Programme 2-year programme plan, and the Public Programme team, to ensure the right resources, cost, and audience engagement is realised.
- Provides the same support to Learning as required and directed by the Public Programmes Manager.
- The position is responsible for providing project management expertise to ensure delivery of a leading innovative, engaging, and relevant experience for all audiences.

Job Context:

The Learning and Public Programme team sits within the Public Experience Directorate at Tāmaki Paenga Hira, the Auckland War Memorial Museum. Reporting to the Public Programme Manager, this role is a Project Manager role within the Learning and Public Programme team to deliver onsite, offsite, and online programming.

The Learning and Public Programme team have an explicit focus 'beyond the walls' to provide high quality, engaging museum experiences in a wide range of places, including community locations, libraries, and schools.

As a key member of the Learning and Public Programme team, the Project Manager upholds the efficiency and delivery of the public programme. They work closely with the Public Programme Manager, Learning Manager, Head of Learning and Public Programmes, Marketing team and Exhibitions team. They support the team's contribution to organisation-wide initiatives and leads in a collaborative and creative manner with both internal and external stakeholders.

Relationships

External Relationships

- Co-development partners
- Government agencies, public sectors, and advisory groups
- Funding and sponsorship partners
- Education providers and advisory groups
- Peers and colleagues in GLAM sector
- Auckland cultural institutes

Internal Relationships

- Head of Learning and Public Programmes
- Public Programme Manager
- Learning Manager
- Head of Exhibitions and other Heads of Departments as appropriate

Key Tasks and Expected Results:

Strategy & Vision

- Shows belief in and commitment to the AWMM purpose and vision.
- Personal actions clearly support organisational strategy and vision and the reasons behind them.

Collaboration

- Demonstrates strong communication skills.
- Builds and sustains relationships with key people in the museum.
- Is an effective team member – contributes, cooperates, and supports others.
- Shows a commitment to the community and our partners through own actions and those of the Museum.
- Recognises agendas shared by other teams and works cooperatively to achieve shared goals.

Personal Leadership

- Champions positivity, keeping team members focused through uncertain situations.
- Analyses and reflects on own performance, recognises the impact on others and takes appropriate action.
- Responds calmly to pressure, maintaining progress and quality when handling multiple tasks and projects especially when faced with competing deadlines.
- Displays resilience. Inspires others to act and quickly responds to unforeseen changes.
- Provides effective support to team members. Coaches and mentors team members as appropriate.
- Is an effective representative of the team in external and internal forums.
- Offers impartial and clear advice and justifies opinions if challenged.

Communication

- Selects the most appropriate medium to convey information
- Checks own understanding of others' comments and asks for clarification when unsure.
- Ensures feedback is captured and passed to relevant channels in the organisation.

Results Focus

- Takes responsibility for their role in delivering quality programmes and meeting departmental objectives.
- Clearly communicates and monitors critical success factors.
- Drives a culture of achievement and fosters a focus on quality.
- Drives a reflective practice leading to continuous and sustainable improvement in project management and processes.
- Can balance multiple tasks and conflicting priorities to meet deadlines and does not become distracted by lower-priority activities.
- Demonstrates a high level of attention to detail and quality.

Financial Management and Reporting

- Prepares project ledgers using confirmed budgets set by the Public Programme Manager.
- Reconciles Management Reporter expenditure with Programme Budgets highlighting unknown activities with the finance team and the Public Programme Manager.
- Delivers monthly performance and financial reports to the Programme Manager and Head of Learning and Public Programmes. Including additional reports and presentations as required for key stakeholders.
- Assists in the preparation of grant applications and sponsorship approaches as required.
- Delivers a smart expenditure culture to mitigate environmental impact and maintain sustainable spend.

Planning

- Structures operating procedures, tools, and processes to ensure effective workflow of their projects. Maintaining a strong working relationship with internal and external departments.
- Maintains effective post programme debrief sessions for reporting and future planning.
- Understands the roles of others within the organisation and uses this knowledge to improve efficiency.
- Can synthesise data into easily digested reports and summaries.
- Is patient, tenacious, and resourceful when seeking information to progress and implement projects.

Digital Capability

- Uses best practice knowledge management processes for the creation, retention and distribution of digital content and assets, making them searchable, shareable, usable, and relevant across multiple digital channels.

Develop self for current and future employment.

- Knowledge and skills are developed and maintained for competent performance of current position.
- A personal development plan is developed and maintained.
- An advanced understanding of contemporary research and future-thinking ideas within public programming and associated areas is maintained.
- Actively pursues and maintains professional networks to maximise opportunities for the creative development of public programme experiences.
- Develop and maintain knowledge and skills for exemplary performance in the current position.

Ensure a healthy and safe work environment

- Understand and exercise their health & safety responsibility according to health & safety legislation.
- Understand and adhere to emergency and evacuation procedures.
- Participate in annual health and safety audit of work.
- Identify and report hazards, consistent with Museum policy and procedures.

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).
- Understand and demonstrate the principles and practice of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrate a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape in a post-Treaty Settlement era.

Skills, Knowledge and Competencies**Essential Knowledge & Experience:**

- Quality degree or training in project management, event management or related specialty.
- A minimum of three years' experience in project management, GLAM sectors, or other similar experience.
- Demonstrated experience of developing and delivering co-developed and collaborative projects.
- Working knowledge and broad familiarity with current trends and events in popular culture, the GLAM sector and learning and digital technologies.
- Understanding the practices and principles of the Treaty of Waitangi and the implications of this for the policies and strategies of AWMM. Excellent pronunciation of Te Reo Māori.
- A deep understanding of legislative requirements about the Museum, including the AWMM Act 1996.
- Must be able to work flexible hours, including evenings, holidays and/or weekends.
- A full clean driver's license essential.

Competencies:

- Child Protection Accreditation or willingness to complete.
- Advanced knowledge of MS suite of services and software applications.
- Knowledge of Management Reporter, Tessitura, Artifax, Workplace, MS Teams
- Health and Safety & Risk Management

Personal Attributes:

- Integrity
- Autonomy
- Flexible Mindset
- Builds strong and collaborative relationships with colleagues, Museum visitors and audiences, and external stakeholders.
- Responds calmly to pressure and displays resilience.
- A high level of attention to detail and quality.
- Has sound written and oral communication skills
- Excellent time keeping
- Excellent resource management
- Influential communicator