

JOB DESCRIPTION

POSITION	Project Manager (Uniform Project)
BUSINESS UNIT	Corporate Services
RESPONSIBLE TO	Executive Director Corporate Services

Our Vision

To be the best little ambulance service in the world.

Our Belief

To be here for you, when it matter to you, because it matters to us.

Our Promise

No decision about me without me

WHAT WE VALUE

- Be Authentic original and true
- Compassion and kindness is everything
- Our actions define us
- Keep getting better together

JOB PURPOSE

This position is expected to engage with our logistics team, our current external uniform provider, WFA staff and any other stakeholders to ensure the smooth running of the design and procurement of our new uniform across the organisation. The role will prepare and present progress reports and ensure this particular project is furthering organisational goals.

JOB SCOPE

The aim for this role is to:

- Ensure that all activities relating to the 'Uniform Project' are delivered on-time, within scope and budget;
- Work alongside our Executive Director Corporate Services to represent WFA when going through a procurement process with external uniform suppliers;
- Assist in identifying the change management needs for a smooth and effective transition between suppliers and between differing uniforms and;
- Collaborate with internal staff to incorporate their feedback when trialling new uniform designs.

CONTEXT THAT THIS ROLE OPERATES WITHIN

Organisational perspective

Wellington Free Ambulance is New Zealand's only emergency ambulance service free to patients. We provide high quality leading patient care in emergency medical and trauma situations, pre-hospital care, treat-at-home care, rescue and transport services. Established in 1927, Wellington Free Ambulance services the Greater Wellington and Wairarapa regions. Our area of operations extend from the Cook Strait to Peka Peka Road (past Waikanae) and across to Mount Bruce and cover a population of over 460,000 people. Last year we helped around 75,000 people across the region.

Our focus on delivering world class free paramedic care means that attracting, recruiting and retaining highly skilled staff is crucial to our ability to provide high quality services.

We have around 350 staff and 80 volunteers.

Business Unit Perspective

The Corporate Services team provide services for the organisation across finance, IT, information, data analysis, logistics, facilities and contracts.

In addition, the Corporate Services team work with funders around sustainable funding arrangements and new sources of funding.

The team includes the following:

- Executive Director Corporate Services
- Finance Manager
- Chief Information Officer
- Senior Data Analyst
- Logistics Manager
- Team Lead EA

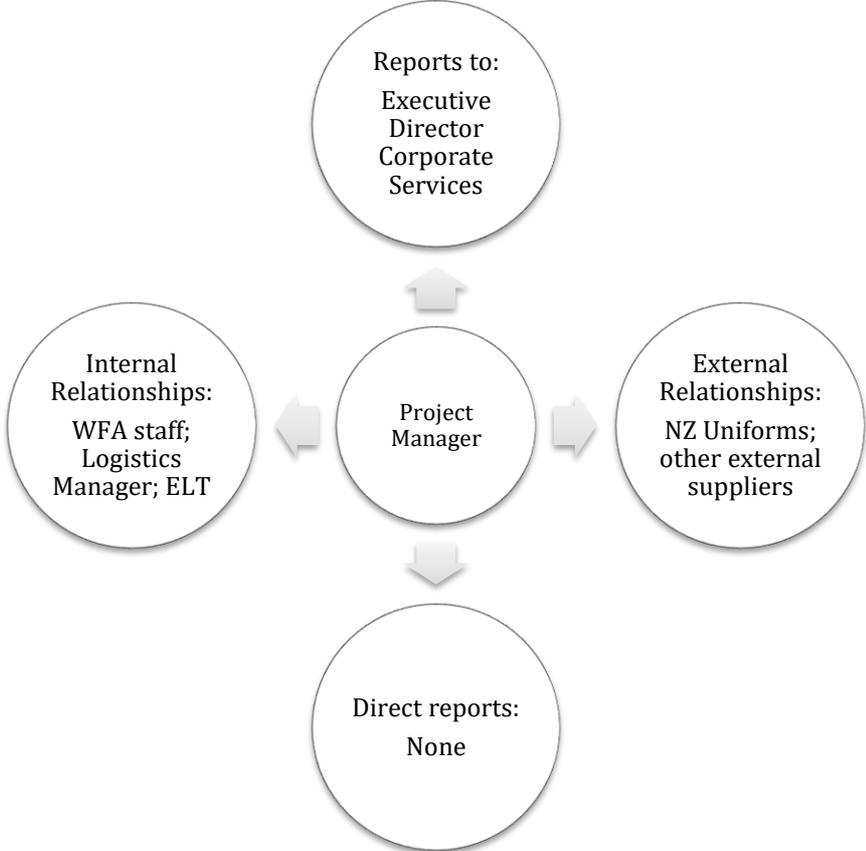
KEY ACCOUNTABILITIES

Working with key stakeholders and groups, the Project Manager will:

Key Accountability	Deliverables / Outcomes (Jobholder is accountable for)	Key Performance Indicators / Measures (Jobholder is successful when)
Project Management	<ul style="list-style-type: none">• WFA activities relating to the Uniform project are delivered on time, within scope and budget.• Develop detailed project plan and ensure resource availability and allocation.	<ul style="list-style-type: none">• <i>Project budget is managed successfully.</i>• <i>Project schedule and plan is set and managed to meet key delivery deadlines.</i>• <i>Project issues are resolved in a timely and well controlled way.</i>• <i>Project risks are identified and managed accordingly.</i>• <i>Project progress is monitored successfully by the production of status reports and updates.</i>
Stakeholder Management	<ul style="list-style-type: none">• Forming and managing positive and professional relationships with key stakeholders (internal and external).• Setting clear expectations in order to deliver successful outcomes.	<ul style="list-style-type: none">• <i>Suppliers are kept informed of decisions in a timely manner.</i>• <i>Positive feedback on the dedication to meeting the expectations and requirements of internal and external customers/stakeholders.</i>• <i>Evidence of proactive management of existing relationships.</i>

Procurement	<ul style="list-style-type: none"> • Best practice procurement systems and processes are used. 	<ul style="list-style-type: none"> • <i>During the procurement of a new supplier, WFA's values and views are clearly demonstrated.</i> • <i>Executive Director and Leadership Team is provided with specialist expertise and advice on best practice.</i> • <i>Actively leading or participating in tender exercises as required.</i> • <i>Project procurement including tendering and contracts, has favourable outcomes for WFA.</i>
Risk Identification and Management	<ul style="list-style-type: none"> • Project risks and issues are identified, analysed and management effectively. 	<ul style="list-style-type: none"> • <i>No material impact on project outputs occur (timeline, quality and budget).</i>
	<ul style="list-style-type: none"> • Lead and support any other WFA projects as required 	
Health and Safety	<ul style="list-style-type: none"> • Complies with responsibilities under the Health & Safety at Work Act 2015. • In the performance of assigned duties, maintains a safe and healthy workplace and actively participates in WFA's Health and Safety Management system. 	<p><i>All employees are responsible for:</i></p> <ul style="list-style-type: none"> • <i>Working in a safe manner to prevent risk of harm to themselves, others, or the environment.</i> • <i>Complying and co-operating with any reasonable instruction, WFA health and safety policies and procedures and legislative requirements</i> • <i>Reporting hazards, risks, and incidents (accidents, harm, and near misses), and ensuring reporting and recording is in accordance with WFA policies and procedures.</i> • <i>Participating in incident investigations and taking an active role in rehabilitation following an injury or illness.</i> • <i>Alerting managers and health and safety representatives to any observed unsafe behaviors or situations.</i> • <i>Actively participating in health and safety training and alerting manager(s) where additional training or support may be required.</i>

KEY RELATIONSHIPS AND AUTHORITIES



AUTHORITIES AND DELEGATIONS (Refer to policy)

Delegated Financial Authorities	Delegated People Authorities	Position Authorities	
<ul style="list-style-type: none"> Controls a budget - No Maximum that may be spent without reference to manager - Jobholder can spend unbudgeted capital – No Jobholder is responsible for committing the organisation to long-term contracts - No Jobholder signs correspondence for Company - No 		Decisions Expected	<ul style="list-style-type: none"> Prioritisation within approved work plan Performance improvements within approved work plan
		Recommendations Expected	<ul style="list-style-type: none"> Expenditure greater than DFA Proposals that impact other business units Improvements to strategy and policy frameworks.

CAPABILITY PROFILE

Competencies

Core Competency	Key Behaviours
Instils Trust	<ul style="list-style-type: none"> Gains the confidence and trust of others easily Honours commitments and keeps confidences Expresses self in a credible and transparent Models high standards of honesty and integrity
Interpersonal Savvy	<ul style="list-style-type: none"> Proactively develops relationships with a wide variety of people Builds immediate rapport, even when facing difficult or tense situations Understands interpersonal and group dynamics and reacts in an effective manner Engages input from others constantly and listens with empathy and concern
Customer Focus	<ul style="list-style-type: none"> Anticipates customer needs and provides services that are beyond customer expectations Uses customer insights to drive and guide the development of new offerings Serves as a strategic partner to build, grow and maintain profitable and long-lasting relationships with key accounts
Action Oriented	<ul style="list-style-type: none"> Quickly and decisively takes action in fact-changing, unpredictable situations Shows a tremendous amount of initiative in tough situations; is exceptional at spotting and seizing opportunities
Situational Adaptability	<ul style="list-style-type: none"> Picks up on the need to change personal, interpersonal, and leadership behaviour quickly Observes situational and group dynamics and select best-fit approach Seamlessly adapts style to fit the specific needs of others
Communicates Effectively	<ul style="list-style-type: none"> Delivers messages in a clear, compelling, and concise manner. Actively listens and checks for understanding. Articulates messages in a way that is understandable to people of all levels. Models and encourages the expression of diverse ideas and opinions.
Being Resilient	<ul style="list-style-type: none"> Stays focussed and composed in stressful situations.

	<ul style="list-style-type: none"> • Maintains a positive attitude and forward-thinking approach despite setbacks or difficult circumstances. • Takes constructive action to navigate difficulties or obstacles. • Is viewed as a source of confidence in high-stress situations.
Te Tiriti o Waitangi and Cultural Expertise	<ul style="list-style-type: none"> • Demonstrates understanding of the principles of Te Tiriti o Waitangi and their contemporary application to Wellington Free Ambulance's work • Applies tikanga in relevant work situations

Other aspects of capability not covered by the above competencies

Knowledge and Experience:

Essential	Desirable
<ul style="list-style-type: none"> • 2+ years of hands on project management experience. • Proven experience in managing end-to-end procurement exercises, including managing tender processes. • Demonstrated experience in negotiating and managing a wide range of contracts. • Ability to establish processes to monitor and measure contract performance. • Excellent communication skills with both internal and external stakeholders. • Proven proficiency in the basic Microsoft suite – word, excel, powerpoint etc. • Hard working with a positive 'can-do' attitude and great organisational skills. 	<ul style="list-style-type: none"> • Health sector knowledge • Led large-scale organisational change efforts

Professional Qualifications / Accreditations / Registrations:

Essential	Desirable
<ul style="list-style-type: none"> • PRINCE2 Practitioner or similar project management qualification 	<ul style="list-style-type: none"> • Relevant tertiary qualification

Hours of Work

The normal working week will be *Monday to Friday*; however the nature of the duties may require work outside the normal hours from time to time.

Changes to Job Description

From time to time as an organisation evolves job descriptions may need to be reviewed and may need to be changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Employees may be measured against core competencies as part of their performance development.

ACCEPTANCE

I have read this job description and accept it.

Signed:

Date:

Employee's Name:

Signed:

Date:

Name:

Position:

(On behalf of Wellington Free Ambulance)