|  |  |
| --- | --- |
| TEAM | Information Services Group (ISG) |
| POSITION TITLE | Senior Project Manager |
| REPORTS TO | Manager – ISG Leadership Team |

|  |  |
| --- | --- |
| OUR TEAM ACCOUNTABILITY | As a member of ISG, this role has shared accountability for:   * **Engaging** the ISG team, the Canterbury District Health Board, the West Coast District Health Board (WCDHB) and our health systems to build trust, common understanding and ownership. * **Growing** the understanding and engagement of your ISG team with the vision and goals for the Canterbury and West Coast health systems. * **Ensuring** clarity of ISG purpose through developing clear direction, planning, alignment and priority with the Canterbury Health System Strategy * **Leading** your team, making sure all team members know their roles, accountabilities and responsibilities. * **Building** the ISG service capability to make it happen and the process capability to do it effectively and efficiently. * **Communicating,** in order that within the ISG team, the wider Canterbury DHB, West Coast DHB and our health partners, everyone remains aligned with and informed about our plans, priority and progress.   These accountabilities will be exercised in support of a drive to perfect service excellence through work plan development and delivery that strategically partners with the business, supporting and enabling the business to achieve its goals, while remaining aligned to the Canterbury Health System strategy.  This will enable a model that provides a flexibility and scalability within ISG to help accelerate the transformational activity that is required by the business to deliver on the vision for our health systems. |

|  |  |
| --- | --- |
| MY ROLE RESPONSIBILITY | The Senior Project Manager is responsible for working with the ISG team to provide a level of service excellence across all Information and Communication Technology [ICT] solutions whilst maintaining the development and delivery of the ISG work plan.  In assuming this responsibility, the role enables the Senior Project Manager to be an effective and valued partner of the business and supports the business to achieve its goals.  Specifically the role is responsible for:   * Manage the operations you are responsible for to ensure high quality, consistent and effective service * Management of projects and programmes as allocated via the CDHB capital investment plan and prioritisation process. * Advance and promote sound Project Management principles at all times. * Provide Professional Support, leadership and co-ordination to the Project / Program Managers and project teams. * Maintain individual team professional development and training plans, ensuring that reviews are completed in line with the CDHB People and Capability [P&C] policies and procedures * Maintain a High Level Liaison with Senior Management. * Responsible for the financial management of allocated programmes and projects. * Adhere to centralised and repeatable documentation and procedures as directed by the CDHB Corporate Office. * Monitor and review the quality of service provided by compiling and providing metrics reports |

|  |  |
| --- | --- |
| MY CAPABILITY  MY EXPERIENCE  QUALIFICATIONS | To be effective and succeed in this role it is expected the person will have the following proven capabilities:   * Display self-knowledge * Build relationships and mobilise support * Be committed to teamwork and have the ability to initiate and facilitate open communication with staff * Have the ability to embrace, anticipate and manage change * Strong written and verbal communication * Problem solving * Planning, prioritisation and organisation skills * Have highly developed interpersonal, leadership, communication and negotiating skills * Experience with project management life cycle and tools * Experience with risk management techniques * A proven list of projects and/or programmes led over their career * An high level understanding of budget and resource management * Experience with quality management techniques * Experience with technology development cycle * Experience with organisational change management * Has worked as a Project Manager on a range of projects * Be customer focussed and committed to quality outcomes * At least 10+ years project management experience * Experience in managing people * Experience in day-to-day task management and co-ordination of activities within a project environment * Experience working in a large organisation and/or in a pressured and ever-changing environment * Knowledge of Health environments would be preferable * A tertiary level qualification in Business, Science, Information Services, Engineering or related field is preferable * Certification as a Project Management Professional |

|  |  |  |
| --- | --- | --- |
| MY RELATIONSHIPS TO NURTURE | Internal  * CDHB ISG Leadership Team * CDHB ISG Team Leads * CDHB ISG Team Members * WCDHB ISG Team * CDHB Managers * CDHB Employees | **External**   * Software vendors * Associated organisations * ICT Infrastructure vendors * Pegasus Health |

|  |  |
| --- | --- |
| MY WELLBEING, HEALTH AND SAFETY | **Care starts here**  Our people are the most important thing at Canterbury DHB. Ensuring we all come home healthy and safe each day is up to all of us. Safety starts with you:   * **Look:** It’s everyone’s responsibly to be on the lookout for risks. * **Make the right choice:** If you see a risk, either fix it yourself if that’s the right thing to do, or speak up so someone else can. If you’re not sure what to do look at the relevant policy and procedure.   Through working together, we can look after ourselves and those around us. |