

Senior Project Manager

WHO WE ARE - KO WAI MĀTOU

At Farmlands - Te Whenua Tāroa our purpose is To be the No:1 buying group for New Zealand Farmers and Growers, and our Vision is To be the go-to for everyone connected to our land. We're always backing Kiwis - rain or shine, year in, year out.

OUR VALUES – NGĀ UARATANGA

Our values of Be You, Minds Open, and See It Through help us to work as one - helping each other and winning together. We're rural people supporting our rural communities looking after our land and our people.

Be you - mōu ake

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

Minds open - hinengaro tākoha

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

See it through - whakamaua kia tina

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

| | |
|-----------------------------|------------------------|
| Reports to - Kaiwhakahāere: | General Manager - ePMO |
| Your Team – To tīma: | ePMO |
| Direct reports - Kaimahi: | None |

The Senior Project Manager is responsible for planning, overseeing and leading Farmlands projects from discovery through to completion. The Senior Project Manager is critical in ensuring that project timelines and deliverables are met, in addition to the co-ordination of business change, transition, IT systems and reporting needs to support Farmlands Programmes and Projects.

KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

Safety and wellbeing - Haumarutanga

Actively contribute to a safety-first culture by:

- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that is not and could injure yourself or others in the workplace
- Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

General – Whānuitanga

- Manage all aspects of the project in accordance with Farmlands project management guidelines.
- Manage RFP processes to ensure quality vendor selection
- Liaise with all parties to the project, including the contractors and internal stakeholders, maintaining records of meetings, correspondence and discussions.
- Monitor project progress against planned target dates and take all reasonable actions to keep project within planned timetable.
- Monitor financial commitments and expenditure on a regular basis, reporting against budget and providing monthly forecasting.
- Maintain an overview of budget requirements and expenditure of suppliers, identifying potential financial problems and their implications.
- Monitoring progress, identifying emerging issues, risks, and problem solving ensuring all approval processes and any other programme agreed processes, procedures, standards and guidelines are followed.
- Identify the impacts of any time slippage and escalate where the project is not able to meet timescales. Liaise with project teams to ensure workarounds meet business requirements.
- Review and refine internal project schedules, budgets, progress reports, and undertake monthly reporting and accrual requirements.
- Develop Project Briefs, Business Cases and associated documentation.
- Undertake post-implementation reviews
- Ensure all required information is provided to operations and maintenance teams prior to handover.

Professional Development - Whakawhanaketanga

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

These may change from time to time to meet operational or other requirements.

WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

Experience - Āu tautōhitotanga

- Proven experience in delivery Technology and Business projects (7+ years) through all stages, Initiation to Closure
- Experience establishing and leading project teams
- Sound understanding of project management principles and delivery
- Presenting to executive and other senior stakeholders
- Experience in retail, supply chain and digital transformation initiatives
- Financial analysis and scenario planning desirable

Qualifications – Āu tohu mātauranga

- Relevant tertiary qualifications
- Relevant Project management qualification highly desired

Knowledge – Āu mōhiotanga

- No specific requirement

Skills – Āu pūkenga

- Excellent interpersonal and written skills with the ability to adapt these to suit the needs of various key stakeholders
- Solutions focused including strong risk identification, risk management and problem solving skills and the ability to communicate to stakeholders clearly and confidently

Personal Attributes – Ōu āhuatanga

- Demonstrates openness, enthusiasm and engagement
- Attention to detail, structured thinking and outcome focused
- Commitment to high standards of excellence and high personal integrity
- High level of independence and initiative while working effectively as part of a team
- Ability to influence others and move toward a common vision or goal.
- Flexible and adaptable; able to work in ambiguous situations.
- Creativity, innovation and the ability to think 'out-of-the-box' in problem solving
- Integrity, discretion and resilience
- Commitment to business goals and culture
- Ability to translate highly technical information into practical, everyday terminology
- Analytical and creative-capable of flexing solutions to changing demands: anticipating the regional, divisional impact