Digital Delivery Lead

October 2024

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| Reporting Relationship and Location | | | | | |
| **Reports to:** | | Head of Digital PMO | | | |
| **Team I Business Unit:** | | Digital PMO I Digital | | | |
| **Purpose** | | | | | |
| The purpose of the Digital Delivery Lead is to lead from the front and drive engagement by partnering with the business to ensure successful delivery and adoption of new and changing technology solutions. This position is responsible for the delivery of all work within the Finance, Corporate and Aeronautical portfolio.  The Digital Delivery Lead is an integral part of the Digital PMO Leadership Team and requires a strong focus on effective people leadership, providing coaching to the team and sharing capability to build this in others. | | | | | |
| **Key Accountabilities** | | | | | |
| **Core Responsibilities** | * Accountable for leading delivery teams and squads to successfully deliver on the agreed portfolio of work * Accountable for the health of projects and programmes, within the portfolio, using defined project metrics * Provide weekly up to date reporting and analysis on performance * Use multiple methodologies to effectively manage and lead complex project / programme delivery, with a focus on Finance, Corporate and Aeronautical portfolio, which forms part of the enterprise-wide Strategic Technology Portfolio (STP) * Support the planning and alignment of the STP. Work alongside the architecture design and customers to develop the priorities for the portfolios managed with a 1 to 2-year horizon view * Process initial gating submission approvals via the appropriate governance groups to mobilise projects within the defined portfolio * Ensure that project goals are accomplished and that these as aligned with AIALs strategic direction * Lead and grow capability and take a workforce planning approach. Working with other resource managers to allocate project resources and ensuring the right levels of capacity and capability are always maintained * Responsible to actively seek and recruit the best resources for the team * Work with Commercial team to ensure contract documents are processed effectively and a positive result from vendors and partners is achieved * Establish and maintain strong senior stakeholder relationships, acting as the key point of contact for the Project Sponsors and relevant executives * Collaborate with other project leaders to ensure all risks, issues, and dependencies across the STP are understood, mitigations and plans are in place, and opportunities are identified * Manage any change to the portfolio and the impact this has on people, budgets, time and quality * Manage all programme/portfolio risks, issues, budgets and schedule within the agreed tolerances | | | | |
| **People Leadership** | * Develop and maintain a productive, harmonious and motivated team through the implementation of Auckland Airport’s People & Capability strategies and policies * Support the Head of Digital – PMO and act as a representative of the project management office as part of the PMO Leadership Team * Lead by example, living the Auckland Airport values every day * Provide effective leadership for direct reports. Monitor and manage performance by way of regular reviews and feedback, and support future career growth * Model and cultivate behaviours to encourage strong engagement * Support the development and maturing of project management capability and skills within the PMO * Project Management and Oversight if and when required | | | | |
| **Health, Safety and** **Wellbeing** | * Role model Auckland Airport’s commitment to “People First” Health, Safety & Wellbeing approach * Lead by example, demonstrating and communicating visibly safe work. * Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement. * Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing. * Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team. | | | | |
| People Responsibilities and Project Management | | | | | |
| People Leadership | | | | | |
| * Role is responsible for a team of 2 people; 2 Direct Reports; 0 Indirect Reports * Direct Reports these may be a combination of permanent and contract staff | | | | | |
| Project Leadership | | | | | |
| * Role is responsible for programme leadership of long-term project of 1 - 2 years. Role has oversight over contract resource Project Managers and small team as required. | | | | | |
| **Financial Responsibilities and Authorities** | | | | | |
| **Capital Expenditure** | | | | **Operating Expenditure** | |
| |  |  | | --- | --- | | Staff Designation | Maximum Financial Authority | | Management | $125,000 | | | | | |  |  | | --- | --- | | Staff Designation | Maximum Financial Authority | | Management | $25,000 | | |
| **Financial Authority** | | | | | |
| * Not accountable for expenditure budget. Able to authorise expenditure from approved project budgets within the responsible portfolio up to value of $125,000. * No authority to commit routine expenditure or without reference to people leader. | | | | | |
| **Structure Chart** | | | | | |
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| **Key Challenges** | | | | | |
| * Embedding effective and transparent Business Partnering and working to influence a shift in embedded processes and ways of working. * Establishing and maintaining strong senior stakeholder relationships. * Understanding the entire Digital portfolio to ensure that by collaborating with other project leaders, all risks, issues, and dependencies across the STP are understood, mitigations and plans are in place, and opportunities are identified. | | | | | |
| **Key Relationships** | | | | | |
| Internal | | | | | Purpose of contact with this person/s |
| * CE and Leadership Team * Business Unit Managers * Project Sponsors * Business and Product Owners * Technology Design and Digital Operational Teams * All other internal stakeholders | | | | | * Provide management with metrics, analysis, and other relevant reports regarding Portfolio health * Steering group facilitation |
| External | | | | | Purpose of contact with this person/s |
| * Vendors and Partners - Domestic and International * Relevant external third parties * Customers and Consumers * Border Agencies | | | | | * Contract Negotiation * Steering group participation |
| **Person Specification** | | | | | |
| **Qualifications (or equivalent level of learning)** | | | | | |
| Essential | | | | | Desirable |
| * Bachelor’s Degree in Computer Science, Management Information Systems, Business, or related field. | | | | | * Post-graduate qualification in project or programme management * Agile Qualification |
| **Knowledge / Experience** | | | | | |
| Essential | | | | | Desirable |
| * Minimum 9-10 years’ proven experience in project or programme management across a range of industries with a strong focus on customer product delivery – using digital technologies * Effective people leadership skills, with the proven ability to build, lead and coach teams to achieve success * Ability to influence and negotiate with internal and external stakeholders to achieve positive outcomes * Knowledge of technology and digitalisation approaches and trends kept current * Demonstrated experience in managing multiple concurrent project/programme activities * Comfortable with agile work practices * Strong written and verbal communication skills, coupled with the ability to build and maintain excellent relationships at all levels * Experience with and ability to effectively deliver executive presentations * Strong business acumen and ability to focus on strategy alignment between business and customer | | | | | * Project / Programme Management experience, SCRUM and /or PMP Certification required * Change Management – PROSCI * Prior experience in aviation or related industry * Experience in Business Analysis discipline |
| **Values** | | | | | |
| ***Whiria te tangata.*** Our values weave us together. They’re what we stand for, who we are and how we think, feel and act. | | | | | |
| **All in** Tātou tātou | | | * People first * Seek understanding * Acknowledge others * Empathise and support * Diverse & inclusive | | |
| **Know How** Kōkiri Tahi | | | * Explore and solve together * Curious and open * Bring your voice & share your skills * Unite and collaborate * Right people in the room | | |
| **Let’s Go** Karawhiua | | | * Challenge yourself * Take pride * Act with intent and integrity * Keep your word * Deliver excellence | | |
| **Changes to Position Description** | | | | | |
| From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport’s work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required. | | | | | |
| **Sign-Off** | | | | | |
| **Job-Holder** | | | | **People Leader** | |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |