

Projects and Engagement Manager

Wellington-based Fulltime Position

Details and Job Description

New Zealand Computer Society Inc (NZCS)

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Applications will formally close 15th April 2011.

However please apply early – interviews will commence immediately and the position may be filled before the formal close date.

Applications should be sent to employment@nzcs.org.nz

Introduction

Are you looking for a role utilising your existing mix of skills: a super-organised and motivated person with solid knowledge of the ICT sector and a background or interest in engaging with emerging and established professionals, young and old?

The New Zealand Computer Society (NZCS) is the professional body of the ICT sector in New Zealand and works with industry, government and academia to improve the professional delivery of ICT. NZCS is part of an international network of bodies and works closely with international kindred partners around the world.

NZCS has a strong engagement programme in a number of areas and recently partnered with the Wellington Summer of Tech team to take the hugely successful student internship programme nationwide!

Other projects are in various stages of implementation and cover all aspects of the professional cycle - secondary and tertiary education sectors (curriculum and teacher support), marketing of the profession to school and tertiary students (and those looking to change specialties to ICT), development of the ICT sector and profession, addressing sector-wide issues such as the ICT skills shortage, ICT in the community, and assistance with the continued professional growth of ICT professionals.

NZCS now wishes to employ a permanent *Projects and Engagement Manager* to help run various NZCS initiatives, including the Summer of Tech Programme in Wellington, plan and implement a progressive nationwide rollout, operate and extend the *Students of NZCS* initiative, run the NZCS Mentoring Programme and assist and contribute to a number of other NZCS projects and initiatives.

The role will primarily be involved with:

- Operation of the Summer of Tech student internship programme in Wellington, plus assistance in the planning and implementation of the national rollout
- Operation of other NZCS projects such as Students of NZCS, the NZCS Mentoring Programme, components of the ITCP Certification Programme and others
- Giving presentations and engaging with diverse stakeholders about various NZCS activities
- Other tasks focused on developing the profession and building NZCS projects

Prior knowledge of NZCS, ICT and Summer of Tech/Code is not required (although would be advantageous), however analytical thinking and attention to detail is essential. The successful applicant will be a passionate and motivated individual with a proven track record of success. The role is based in Wellington however will involve some travel around New Zealand.

This will be a significant career-changing role however it's not a position for just anyone. The *Projects and Engagement Manager* will be a self-starter capable of achieving phenomenal results to help bring about real and long-term change for the ICT profession.

ALL APPLICATIONS WILL BE TREATED IN THE STRICTEST CONFIDENCE.

Overview of Role and Key Tasks

This is a diverse and challenging role based in **Wellington**, suitable for a highly motivated individual wanting to make a real difference to the professional growth of current and future ICT Professionals.

The Society operates in a low-resource environment – meaning we need a smart person prepared to pull up sleeves and get stuck in while taking responsibility for their tasks and projects. A person motivated by results and not afraid to pull out all stops to achieve them.

This role will be exciting and ever-changing – some might say chaotic. We need someone who can thrive in that environment; operate in the detail space working towards great outcomes while never losing sight of the big picture. Is that you?

The Key Tasks for this position include:

- Operation of a Student Internship Programme (“Summer of Tech”) within the Wellington region
- Planning and implementation of a progressive roll-out of this programme nationally with the intention of gradually moving into a National Coordinator role
- Establishment and development of student engagement programmes such as *Students of NZCS (SNZCS)*
- Operation of additional projects such as the *NZCS Mentoring Programme*, including operating mentor training under the Society’s scheme and interview and assessment process of the ITCP Certification Programme
- Presentations about NZCS and Society activities such as the Summer of Tech Programme to organisations, students, etc, including operating stands at conferences and other events
- General business development activities focused on increasing engagement with the wider community (and consequent increase in membership)
- Other tasks as directed to ensure the smooth operation of the Society and NZCS activities.

Key Skills Required

As well as effective and strong verbal and written communication skills, the successful applicant will either possess the following skills at the levels outlined or have the capability to develop them to this level in the short-term:

Education and training delivery, Level 4

<http://www.sfia.org.uk/cdv4/skills/procman/edtrain/ETDL/index.html>

The transfer of business and/or technical skills and knowledge and the inculcation of professional attitudes in order to facilitate learning and development.

Level 4 Definition: Customises and delivers teaching or training to a variety of audiences using a range of instructional techniques.

Project Management: Level 4

<http://www.sfia.org.uk/cdv4/skills/deployment/buschangeimp/PRMG/index.html>

The management of projects, typically (but not exclusively) involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality.

Level 4 Definition: Defines, documents and carries out small projects (typically less than six months, with a small team, limited budget, no interdependency with other projects, and no significant strategic impact), actively participating in all phases. Identifies, assesses and manages risks to the success of the project. Prepares realistic project and quality plans and tracks activities against the plans, providing regular and accurate reports to stakeholders as appropriate. Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances. Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded.

Compliance review: Level 3

<http://www.sfia.org.uk/cdv4/skills/procman/qualityman/CORE/index.html>

The independent assessment of the conformity of any activity, process, deliverable, product or service to the criteria of specified standards, such as ISO 27001, local standards, best practice, or other documented requirements.

Level 3 Definition: Collects and collates evidence as part of a formally conducted and planned review of activities, processes, products or services. Examines records as part of specified testing strategies for evidence of compliance with management directives, or the identification of abnormal occurrences.

Learning resources creation and maintenance, Level 4

<http://www.sfia.org.uk/cdv4/skills/procman/edtrain/TMCR/index.html>

The design, creation, packaging and maintenance of materials and resources for use in education and training. Typically involves the assimilation of information from existing sources, selection and re-presentation in a form suitable to the intended purpose and audience. May include design, configuration and testing of learning environments, including population of simulated databases, and replication of external systems and interfaces.

Level 4 Definition: Designs, creates, develops, customises and maintains training content and resources to deliver agreed outcomes. Assists with design, configuration and testing of learning environments, including population of simulated databases, and replication of external systems and interfaces.

Requirements Definition and Management, Level 3

<http://www.sfia.org.uk/cdv4/skills/develop/sysdevelop/REQM/index.html>

The definition and management of the business goals and scope of change initiatives. The specification of business requirements to a level that enables effective delivery of agreed changes.

Level 3 Definition: Defines scope and business priorities for small-scale changes and may assist in larger scale scoping exercises. Elicits and discovers requirements from operational management and other stakeholders. Selects appropriate techniques for the elicitation of detailed requirements taking into account the nature of the required changes, established practice and the characteristics and culture of those providing the requirements. Specifies and documents business requirements as directed, ensuring traceability back to source. Analyses them for adherence to business objectives and for consistency, challenging positively as appropriate. Works with stakeholders to prioritise requirements.

Stakeholder relationship management: Level 5

<http://www.sfia.org.uk/cdv4/skills/deployment/relman/RLMT/index.html>

The coordination of relationships with and between key stakeholders, during the design, management and implementation of business change.

Level 5 Definition: Develops and manages one or more defined communication channels and/or stakeholder groups. Initiates communications between stakeholders, acting as a single point of contact for defined groups. Facilitates open communication and discussion between stakeholders. Captures and disseminates technical and business information. Facilitates the business change decision-making processes, and the planning and implementation of change.

Responsibility and Accountability

NZCS uses the SFIA Framework to define the level of responsibility and accountability for all roles. This is outlined at http://www.sfia.org.uk/cdv4/busskills/rl5/responsibility_view.html.

The following are the generic definitions of the level of responsibility required for this role within the context of Autonomy, Influence, Complexity and Business Skills:

Autonomy: Level 4

Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes.

Influence: Level 5

Influences organisation, customers, suppliers and peers within industry on the contribution of own specialism. Has significant responsibility for the work of others and for the allocation of resources. Makes decisions which impact on the success of assigned projects i.e. results, deadlines and budget. Develops business relationships with customers.

Complexity (of Role): Level 4

Performs a broad range of complex technical or professional work activities, in a variety of contexts.

Business Skills: Level 4

Selects appropriately from applicable standards, methods, tools and applications. Demonstrates an analytical and systematic approach to problem solving. Communicates fluently orally and in writing, and can present complex technical information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives.

Plans, schedules and monitors work to meet time and quality targets and in accordance with relevant legislation and procedures. Rapidly absorbs new technical information and applies it effectively. Has a good appreciation of the wider field of information systems, their use in relevant employment areas and how they relate to the business activities of the employer or client. Maintains an awareness of developing technologies and their application and takes some responsibility for personal development.

Relationships

Directly Responsible to:	The Chief Executive
Supervision of:	None initially, building to a team of regional coordinators
Functional Relationships with:	Other members of NZCS staff, professional members of the Society, Summer of Tech regional and national steering groups, members of the business community, academic leaders, government officials.

Term and Remuneration

Permanent Position

This is a permanent position with an immediate start.

Remuneration

The remuneration offered will depend on the experience and background of the successful applicant however it is envisioned this will be in the \$67,000 to \$76,000 range per annum.

Expansion Possibilities

The Society is currently experiencing significant growth as activities continue to be re-focused on the core functions of a professional body (education and professional practice).

While NZCS has a small team, this role has huge potential to develop in the areas of provision, management and implementation of additional projects, and new senior roles within the Society are envisioned in the future.

Additionally, working for the Society is akin to working for the ICT profession as a whole. As the Society operates openly and publicly within the sector, success while working for the Society can be significant for ongoing career development and future career prospects.

Contact

The contact person for this role is Paul Matthews, NZCS Chief Executive.

You can reach Paul:

- By email: paul.matthews@nzcs.org.nz
- By phone: (04) 473 1043 or 0800 252 255

Person Specifications

The following are essential for this position:

- Strong verbal communication skills;
- Affinity and ability to work effectively with students, business leaders and academics;
- A background in, or familiarity with, ICT – although not necessarily in a technical area;
- Ability to understand and work towards the “big picture” project outcomes while immersed within the detail level.
- Effective, proven analytical skills;
- A high standard of written English;
- The ability to see projects through to conclusion;
- An understanding of the purpose of professional bodies and how certification programmes such as ITCP, and wider professional programmes, helps advance and improve a sector;
- A professional attitude and passion for making a significant difference to the ICT sector;
- An ability to communicate effectively with other professionals;
- Ability to achieve significant results in a low-resource environment.

The following would be advantageous, but are not regarded as essential:

- Professional member of NZCS or another professional body;
- Familiarity with the Summer of Tech / Summer of Code programme;
- Familiarity with the SFIA ICT Competency Framework;
- Familiarity with the tertiary sector;
- Availability for an immediate or prompt start.

Application Details

Applications for this position formally close at **5pm 15th April 2011**

HOWEVER please apply early – some interviews will commence immediately and the position may be filled before this closing date.

Applications should include a current CV outlining previous work experience and details of referees, along with a cover letter outlining your suitability for the position and any relevant additional information.

If you are seeking this position from outside Wellington please indicate whether you would intend to relocate to Wellington.

The CV and Cover Letter should be sent via email to employment@nzcs.org.nz

NZCS is an equal opportunities employer.

Note that NZCS reserves the right to:

- Withdraw the position and/or not employ anyone in this role;
- Re-advertise the position and extend the deadline for applications;
- Accept applications after the deadline at the discretion of the CEO;
- Interview some applicants before applications close;
- Modify the Job Description in any way (upon notification to any applicants);