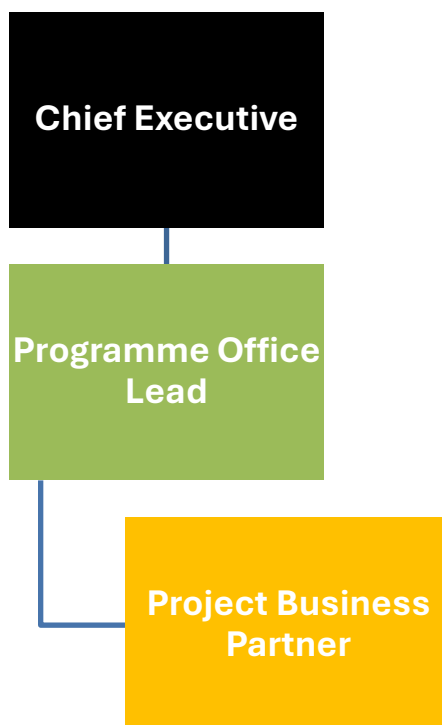


## Position Description: Project Business Partner

<b>Business Group</b>	Programme Office
<b>Reports To</b>	Programme Office Lead
<b>Direct Reports</b>	Nil
<b>Date</b>	September 2025

### Business Group Structure



### Purpose of the Position

The Project Business Partner plays a key role in embedding best practices in project delivery across the organisation. Supporting business units the role ensures that projects are planned, executed, and completed in line with the Council's strategic objectives and established frameworks.

Reporting to the Programme Office Lead, the Project Business Partner collaborates across all departments to strengthen project capability, provide practical guidance, and uphold consistent governance and reporting standards.

As a trusted advisor and active partner, the role contributes to the successful delivery of Council projects through strong planning, coordination, and support. It also helps build organisational capability by offering expert advice, tools, and coaching to improve project maturity and encourage transparent, accountable delivery.

### Key Relationships / Customers

External	Internal
Contractors & Consultants	Continuous Improvement Business Partner
Delivery Partners	Project Sponsors/Managers
Regional and Sector Peers	Senior Leadership Team
	Finance, IT, Strategy, legal and Communications Teams.
	All Council staff

### Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

#### Project Support and Delivery

1. Provide project planning, coordination, and delivery support to business units for assigned projects.
2. Guide teams in the development of business cases, project charters and schedules.
3. Assist in managing interdependencies, stakeholder expectations, and communications across teams.

#### Governance and Framework Implementation

4. Support the implementation and use of TDC's project management frameworks, templates, and standards.
5. Ensure governance structures (e.g. steering groups, reporting lines) are in place and functioning for all relevant projects.
6. Help facilitate regular project reporting, stage gate reviews, and post-project evaluations.

### **Capability Development and Coaching**

7. Build internal capability in project management through coaching, mentoring, and informal training.
8. Promote use of standard tools and methods, tailoring support to meet the needs of different teams and project types.
9. Help embed a consistent understanding of roles, responsibilities, and delivery expectations.

### **Portfolio Support and Reporting**

10. Support the Programme Office Lead with data gathering, tracking, and reporting on project status across the enterprise portfolio.
11. Contribute to portfolio dashboards, risk summaries, and reporting insights to SLT, Audit and Risk Committee, and Elected Members.
12. Identify common delivery risks, resource gaps, or process issues to inform continuous improvement.

### **Collaboration and Integration**

13. Work closely with other enabling teams (e.g. Finance, Legal, Strategy, Procurement, IT) to align project activity with internal processes.
14. Collaborate with the Continuous Improvement Business Partner to ensure process and change initiatives are well-integrated with project delivery.
15. Support knowledge sharing and contribute to a project community of practice within Council.

### **Other**

16. Actively engage in setting own goals and objectives.
17. Assist with other duties as reasonably required by the Programme Office Lead.

18. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
19. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
20. To be actively involved in Civil Defence Emergency Management when required.
21. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
22. Commitment to the principles of the Treaty of Waitangi.

#### **Formal Qualifications / Training / Experience**

<b>Minimum Qualification</b>	Relevant Tertiary Qualification
<b>Desired Qualification</b>	Relevant Post Graduate Diploma
<b>Minimum Experience</b>	3-5 years relevant experience
<b>Desired Experience</b>	More than 5 years relevant experience

#### **Key Competencies / Skills / Knowledge**

- Solid understanding of project lifecycle, planning, risk management, and stakeholder engagement.
- Clear, confident communicator with strong written and verbal skills.
- Builds trusted relationships and works well with a range of business units.
- Able to support, coach and upskill others in project disciplines.
- Uses initiative and analysis to resolve issues and manage complexity.
- Manages and priorities and deadlines with a high level of attention to detail.

- Comfortable working across multiple projects, teams, and subject areas.
- Competent with project software, templates, and reporting tools.
- Governance & Risk Awareness – Understands the need for transparency, reporting, and accountability in the public sector.
- Embrace and demonstrate the principles of Te Tiriti o Waitangi
- Actively model and promote Council’s values: Customer Focus, One Team, Success, and Integrity (COSI).
- Identify and report risks or hazards and contribute to a culture of safety and accountability.

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**Programme Office Lead**

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**Project Business Partner**

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**Date**

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**Date**