

# PROJECT MANAGER MISSIONS & EVENTS

## Pou Whakahaere Hinonga - Whakatakanga me Takunetanga



REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Director Missions & Events Hautū Whakatakanga me Takunetanga	Auckland/Wellington	None	Customer Solutions Group

***“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”***

***“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”***

### WHY IS THIS ROLE IMPORTANT | TE MANA Ō TE MAHI?

This plays a pivotal role in a team of experts that deliver world-class business events and experiences, providing a centre of excellence across our global network. You will ensure we embrace and embed digital innovation and best practice for how we manage the delivery of NZTE’s accountabilities for international trade missions and other projects that arise within the Missions & Events team and Customer Solutions Group. You will lead complex projects and build and manage relationships internally and externally to enhance trust and confidence in the team and our capabilities.

### WHAT’S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Manage and lead multiple projects within agreed time, cost, scope, and quality measures.
- Pro-actively manage risks, issues, and quality to optimize project delivery, ensuring customer and project team experience meets organizational policies, requirements, and expectations.
- Effective planning and monitoring of budget allocation to ensure budget goals achieved.
- Continually monitor and refine processes and systems to ensure best practice and consistency.
- Cultivate and embed a centre of excellence to support projects and programmes of work across Customer Solutions Group and NZTE (New Zealand Trade and Enterprise).
- Create a culture of continuous improvement by completing post-implementation reviews and analysis of projects.

And relationships are key to this role to...

- Initiate and facilitate skilful collaboration within NZTE and across NZ Inc, particularly with our international teams, and between NZTE and other organisations, NZTE customers and government agencies.
- Build organisational trust and confidence in the Missions and Events team and Customer Solutions Group.
- Ensure the Missions and Events team is viewed and utilised as a trusted advisor by our One Global Team.

Success in this role means:

- Delivery of world class trade missions and focussing on improving quality, customer satisfaction and value add.
- Positive feedback from internal and external customers about the trade missions and projects you deliver.
- You are a trusted advisor; others look to you for advice and support for how trade missions-related tools, technology and experiences can be used to solve challenges and maximise opportunities.

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## WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

### Our ideal candidate will be...

- **Be great at working through influencing** – skilled at working across organisations, and can motivate and lead physical and virtual project teams
- **Fosters collaboration** – skilled at being able to leverage internal relationships to create results – working collaboratively as part of one global team.
- **Outstanding communicator** - able to tell a powerful, persuasive, and inspiring story that captures the audience. Engages effectively, with tact and diplomacy with leaders of industry, business, and government to achieve planned outcomes
- **Highly organised and planned** - can work effectively within NZTE's systems and operating model to deliver results.
- **Sound strategist** – able to develop strategic and operational plans; give concise and insightful analysis and assessment of strategic options, and test alignment with NZTE's vision and direction.

### And we achieve these through great team behaviours | e pahawa ai ēnei mā ngā whanonga rangatira kapa...

**Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.

**Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That is why 'giving it a go' is the best way to learn.

**Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.

**Trust binds us** – Our people may be worlds apart, but it is trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.

**Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity, and mutual respect.

*NZTE is committed to uplifting the mana of Māori as tāngata whenua and recognise Te Tiriti o Waitangi/ the Treaty of Waitangi as Aotearoa's founding document.*



**NEW ZEALAND**  
TRADE & ENTERPRISE  
Te Taurapa Tūhono