POSITION DESCRIPTION
PROJECT DELIVERY LEAD

About us | Mō mātou

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 24,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

About the role | Kōrero mō te tūranga

The Project Delivery Lead is responsible for shaping, planning, and delivering initiatives that support organisational priorities and improve business performance and customer outcomes.

This role works across the full lifecycle of initiatives—contributing to early thinking, operational policy, and service design, translating ideas into clear, actionable plans, and leading the end-to-end delivery and implementation of projects. The role ensures initiatives are practical, user-centred, well-governed, and successfully embedded into business operations.

Reports to: General Manager Strategy

Location: Wellington

Key relationships:

Internal: General Manager Promotional and Digital, General Manager Membership Services, Digital Change and Product Manager, Engagement Manager Groups and Support Services Manager.

External: Members, membership organisations and (possible) government officials.

Key accountability | Takohanga Tuhinga o mua

Upstream planning, organisational policy and customer-centred design

- Contribute to early-stage thinking, including problem definition, options analysis and solution design.
- Support the translation of strategy into practical, deliverable initiatives.
- Develop operational policies, frameworks, and customer-centred design approaches to guide implementation.
- Apply a customer-centred lens, considering member/user needs, pain points, and experiences.

- Assess feasibility, risks, dependencies, and resource requirements.
- Ensure initiatives are realistic, implementable, and aligned to desired outcomes.

Project delivery

- Lead the planning and delivery of projects from initiation through to completion.
- Develop and manage project plans, timelines, and resources.
- Monitor progress and proactively manage risks, issues, and dependencies.
- Ensure delivery is aligned to organisational priorities and customer outcomes.
- Provide clear and timely reporting to sponsors and the governance group.

Implementation, business change and adoption

- Support the implementation of change arising from projects.
- Develop practical implementation and change plans proportionate to the initiative.
- Work with leaders and teams to embed new processes, systems, and ways of working.
- Identify and manage stakeholder and customer impacts.
- Support communications and engagement activities to enable successful adoption.

Stakeholder **engagement**

- Build strong, trusted relationships across the organisation and with members.
- Work closely with sponsors, subject matter experts, and delivery teams.
- Facilitate planning sessions and decision-making forums.
- Communicate clearly and confidently with a range of stakeholders.

Governance and delivery discipline

- Support effective governance across initiatives.
- Prepare high-quality documentation, including business cases, plans, and reporting.
- Ensure appropriate controls, documentation, and processes are followed.
- Contribute to consistent and effective project delivery practices.

Continuous Improvement

- Identify opportunities to improve planning, delivery, and customer outcomes.
- Contribute to building organisational capability in project, change, and service design.
- Share lessons learned and embed improvements into future work.

Skills, knowledge and experience required | Ngā pukenga me ngā wheako e hiahiatia ana

Essential skills

- Planning and delivery.
- Strategic thinking and operationalisation.
- Stakeholder engagement.
- Ability to build relationships and influence without authority.
- Implementation and change.
- Problem solving and judgement
- Practical mindset and willing to pitch-in to get the job done.
- Strong written and verbal communication.

Knowledge

- Understanding of project management methodologies (e.g. Agile, Waterfall, or hybrid approaches).
- Practical understanding of change and implementation approaches (e.g. stakeholder engagement, communications, adoption).

Experience

- Tertiary education in a relevant field,
- Project or change management qualification, (eg Prince2, Agile, CCMP, ACMP etc.), or equivalent work experience.
- 5+ years' experience in project delivery, customer-service design, operational policy or similar roles.
- Experience contributing to early-stage planning, scoping, or operational/policy design.
- Experience delivering projects end-to-end.
- Experience incorporating customer or user insights into design and delivery.
- Experience working across a range of stakeholders in a complex organisation.

Requirements of the role | Ngā herenga

Competencies

- Ability to plan and deliver projects.
- Strategic thinking and operationalisation.
- Strong stakeholder management skills.
- Business change implementation skills.
- Adaptability and continuous improvement mindset.
- Excellent written and oral communication skills.
- High level of integrity and professionalism.
- Resilient and adaptable in a changing environment.
- A familiarity with the Microsoft suite of publications including: Word, Excel, PowerPoint and Outlook; and the ability to pick up new computer programs as required.

Behavioural attributes

- Team player and natural collaborator.
- Pragmatic and delivery focused.
- Collaborative and approachable.
- Fosters respect among peers, team members and external audiences.
- Self-starter.
- Strategic.
- Adaptable and comfortable working in a changing environment.
- Proactive and self-managing.
- Pays attention to detail.
- Flexible and willing to pitch in with other team tasks.