Position Title:	Programme Manager – Data and Digital
Reports To:	Technology & Digital Solutions Manager (TDM)
Direct Reports:	Nil
Key Relationships:	Technology & Digital Solutions Team Enterprise Infrastructure & Performance Team Other Employees across Connetics Orion IT Team External suppliers such as network contacts/industry partners etc.
Primary Location:	Christchurch
Status:	Full time - permanent
Version Date:	Sept 2022

1.0 Our Organisational Profile

Connetics is a multi-disciplined, multi-regional electrical distribution construction, and maintenance business. We maintain and develop electrical and utilities infrastructure assets for power networks, councils and private entities operating in a highly competitive contracting market. Connetics is a wholly owned subsidiary of Orion NZ Ltd (a Christchurch City Holdings Limited company) which operates within an Orion group ecosystem as the electricity distribution services unit, with an Integrated Leadership Team representing the wider Group context.

Connetics has a current turnover of approximately $100 million, employing approximately 400 people across branches in Wellington, Central Otago, Westport, Paraparaumu as well as our head office and depots in Christchurch.

2.0 Our Strategic Context

Our Orion Group Purpose of **Powering a cleaner and brighter future** captures the contribution we want to make to the wellbeing and prosperity of our communities. Recognising we are in the midst of radical disruption in the energy sector and due to the climate change crisis, we challenged ourselves to consider how we need to adapt, remain relevant and proactively harness opportunities in the fast-evolving energy landscape. We developed our new Group Strategy to respond to the challenges facing our industry and New Zealand, and to position the Orion Group for a new, purpose-led future.

As Orion's contracting subsidiary, Connetics' core business is the design, construction and maintenance of overhead and underground power lines and associated equipment. Specialists in electrical distribution, we support Orion with the design and build expertise to maintain and develop their network. We also provide these services to other electricity distribution businesses around New Zealand and are focused on innovating, designing and delivering energy products and services for our customers.

Our Purpose *Delivering energy solutions that enable others to power a cleaner and brighter future for Aotearoa* encapsulates our role within the Orion Group Strategy.

Connetics' strategic focus areas:

> **Growth:** To focus on growth through new customers or new products and services to current customers
>
> **Optimisation:** To deliver smart and efficient processes to make us faster and improve our Operating Model
>
> **Digital:** Deliver the digital services to our stakeholders (customers/employees) that they need to be successful
>
> **Culture:** Deliver an engaged, welcoming, supportive, inclusive high-performance culture

Position Purpose

The Programme Manager is an integral part of the Technology and Digital Solutions Team and reports to the Technology and Digital Solutions (TDS) Manager. The Programme Manager is responsible for delivery of the Data and Digital Programme as allocated via the Connetics capital investment plan. The Programme Manager will work with the TDS Manager to setup governance for the delivery of work by the TDS team and help monitor and review by compiling and providing metric reports.

The role also works closely with the TDS Manager to achieve operational excellence and to translate improvement opportunities into strategic programmes and lead these programmes in an agile manner.

Your functional accountabilities
The following are functions which will sit within this team and are expected to be performed through our Ways of Working principles.

Accountability	Description of Key Tasks
Leadership	▪ Demonstrate collaborative and inclusive personal leadership.

	▪ Lead a performance driven culture across the project team, recognising and modelling positive behaviours and strong performance and not accepting performance or behaviours that are unacceptable.
	▪ Always demonstrate the 'leadership as a host' approach but particularly when leading change, improvement, and problem solving - ensuring stakeholder engagement.
	▪ Show a willingness to experiment, prioritising smaller investments to gain quick value or fast-fail deficient propositions.
	▪ Be visible and approachable to employees and stakeholders.
	▪ Generate commitment – take a stand for a compelling future without knowing how to get there, and then enrolling others so they are committed in the same way.
	▪ Ensure all decisions are implemented in a purposeful, timely and consistent manner.
	▪ Take 100% responsibility 100% of the time for the whole, irrespective of the functional accountabilities.
	▪ Build a psychologically safe environment which is fundamental to generating a culture of innovation, creativity, and experimentation.
	▪ Be a leader for integrity – Being relentless at keeping your word and help others keep theirs.
	▪ Communicate transparently and share context, to the team and stakeholders operate from a shared context about current organisational and functional performance; and the vision and the pathway to achieve the roadmap.
	▪ Model a Growth Mindset focused on learning, to create a culture of innovation and experimentation.
	▪ Lead with an authentic collaboration style; and
	▪ Lead, manage, coach and mentor other in the team in the delivery of project excellence with a particular focus on developing career paths and technical skills and expertise throughout the team.
Health & Safety	▪ Model the expected Health, Safety and Environment behaviours for Connetics.
	▪ Ensure compliance with Health and Safety legislation at all times for self and your team.
	▪ Proactively identify, eliminate and report hazards and contribute to the work environment to ensure safety measures are in place, compliant and operational.

	• Keep yourself safe and follow all processes in the Connetics HSE system, providing feedback on any improvements that can be made.
Programme and project structure	Assist with implementing a sound programme/project governance and delivery structure for the Connetics Data and Digital Programme. **Key tasks** • Work with Connetics colleagues to develop and provide the governance framework over programme and project activities including clear lines for escalation and decision-making to workstream level. • Agree the format and deliver management artefacts such as registers, planning documents, status reporting and appropriate project-level configuration for each project within the wider programme. • Collate project reports and registers to provide governance with consolidated reporting and overall programme status and risk profile.
Programme and project management	Provide excellent programme and project management. **Key tasks:** • Undertake programme and project planning activities and document the agreed plan including scope, schedule, and budget. • Monitor and report on the performance of projects against agreed constraints, escalating issues and risks and seeking change approvals as required to ensure that projects are appropriately managed, and the programme is effectively governed. • Understand and articulate the dependencies across activities, across project, partners and other third parties, and the resulting critical path. • Identify the required resourcing to successfully deliver and negotiate and advocate for the capacity to undertake project activities in a timely and quality manner. • Ensure that change management and stakeholder engagement are undertaken in an open, transparent and empathetic manner. • Provide secretariat services to governance committees as appropriate. • Assist project teams in regularly assessing the health of their project including identifying and mitigating risks and impediments.

Agile practice	Advocate and lead the establishment of agile philosophies and practices.
	Key tasks:
	• Coach and mentor, the TDS team and wider Connetics in the principles and practices for agile delivery.
	• Coach and mentor key business stakeholders and subject matter experts in their role of product owner.
	• Maintain a backlog of programme initiatives and assist management and governance in decision-making and prioritisation into the Data and Digital Programme.
	• Ensure that delivered platforms and products are handed to operations with the appropriate service and operating wrap including funding, technical leadership, product ownership, support contracts, agreed service levels, training, and documentation that will enable their continued development and improvement.
	• Act as scrum master as appropriate.
Compliance & Continuous improvement	• Follow correct specifications and work and safety procedures.
	• Comply with all Connetics and Government legislative policies, procedures, regulations and Acts at all times including when travelling outside the region for the purpose of conducting or completing work.
	• Strong focus on identifying and suggesting ways to improve practices and processes that are hampering the smooth operation of the day to day running of the business.
Industry Relationships	▪ Maintain industry relationships with the Orion Group, the Energy sector and the information technology sector to ensure Connetics remains in sync with its partners and wider industry; and
Financial and management reporting	▪ Responsible for ensuring that decisions are made within approved project budget and financial delegated authority.
	▪ Provide regular reporting to project governance.

Qualifications and Experience

Qualifications / Experience	Essential	Desirable	Beneficial
Programme management experience in an IS environment (minimum 5 years) in a large corporate environment	✓		
Previous experience in a similar project	✓		
Relevant degree/qualification/ Or industry related qualifications	✓		
Strong communication skills (verbal and written)	✓		
Knowledge of the electrical supply industry and affiliated industries that Connetics operates within		✓	
Advanced skills in Microsoft Office Suite		✓	
Proven experience of policy and process improvement practices		✓	
Knowledge of ITIL process		✓	
Knowledge of Agile and Lean	✓		
Current and valid driver's licence	✓		

Appendix 1 – Orion Group Strategy

Appendix 2