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| **Position Description** |
| Job title: | Senior Delivery Lead |
| Location: | Head Office, Lower Hutt, Wellington |
| Reporting to: | Associate Director | Delivery & Governance |
| Date: | May 2025 |
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| **Purpose** |
| As our organisation transitions to a value stream-based operating model, we are seeking a high-performing Senior Delivery Lead to provide leadership and delivery oversight across both strategic initiatives and standalone projects. This role will be integral to embedding agile, flow-based delivery practices within newly established value streams, while maintaining robust oversight of discrete, high-impact projects.The Senior Delivery Lead will coach delivery teams, drive cross-functional collaboration, and support the establishment of agile governance and prioritisation systems. They will work closely with business sponsors, product owners, value stream leads, and other stakeholders to ensure successful delivery aligned to strategic priorities. |
| Result area | Activities |
| Delivery leadership | * Lead the delivery of complex cross-functional initiatives and standalone projects from inception to operationalisation.
* Establish initiative-level planning artifacts, manage dependencies, constraints, risks, and issues.
* Drive value delivery through agile, hybrid or traditional delivery methods as context requires.
* Work collaboratively to ensure customer-centric outcomes and measurable business impact.
* Support and coach Value Stream working group, project teams and Initiative Sponsors through delivery lifecycle.
* Focus on strategic outcomes not tactical outputs.
* Governance integrated into the value stream to avoid isolation and duplication.
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| Delivery Practice, Agile Ways of Working & AI Integration | * Contribute to the design and rollout of scalable, fit-for-purpose delivery frameworks aligned with value stream operating models.
* Actively embed agile principles across teams to improve delivery flow, transparency and predictability.
* Lead planning workshops, prioritisation sessions, stand-ups and reviews across delivery teams.
* Champion the exploration and integration of AI tools to enhance delivery effectiveness, including forecasting tools, automated reporting, and backlog prioritisation systems.
* Lead initiatives to pilot AI-driven solutions within delivery workflows, such as risk analysis, documentation generation, or velocity tracking.
* Evaluate emerging technologies and AI capabilities to support continuous improvement in delivery practices.
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| Result area | Activities |
| Risk Function | * Ensure delivery artefacts (briefs, plans, OKRs, dashboards) are fit-for-purpose and enable effective governance.
* Track and report on initiative health, risks, financials, and dependencies in alignment with PMO standards.
* Support quarterly planning cadences and the maintenance of backlogs, roadmaps, and resourcing plans.
* Maintain RAID logs, risk registers, and support ISO/ISAE compliance activities.
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| Leadership & Coaching | * Provide hands-on support and leadership to emerging Delivery Leads and agile teams.
* Lead retrospectives and foster a culture of learning and continuous improvement.
* Be a trusted advisor to senior stakeholders, translating delivery data into strategic insights.
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| Governance and Reporting | * Ensure delivery artefacts (briefs, plans, OKRs, dashboards) are fit-for-purpose and enable effective governance.
* Track and report on initiative health, risks, financials, and dependencies in alignment with PMO standards.
* Support quarterly planning cadences and the maintenance of backlogs, roadmaps, and resourcing plans.
* Maintain RAID logs, risk registers, and support ISO/ISAE compliance activities.
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| Strategic Support | * Support delivery of strategic objectives by contributing to quarterly change work programs.
* Estimate business impact and resources to balance strategic and operational goals.
* Provide proactive leadership and monitor plans for successful strategic initiatives.
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| Financial Management | * Develop funding requests and financial models to evaluate ROI of projects.
* Collaborate with finance teams for accurate financial reporting and compliance.
* Conduct financial risk assessments and develop mitigation strategies.
* Pursue cost-saving initiatives and drive financial efficiencies.
* Provide financial insights and recommendations for strategic decision-making.
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| Health & Safety | * Report all hazards or unsafe situations.
* Report all accidents/incidents including near misses.
* Work safely and use all protective equipment if required.
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| Other Duties | * Carry out other duties as requested.
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| **Experience and qualifications** |
| **Project & Change Management Experience*** 7–10 years’ experience in project and programme delivery across hybrid delivery environments.
* Experience in both traditional project delivery and agile frameworks (Scrum, SAFe, Kanban).
* Proven ability to coach teams and embed delivery practices in a scaling or transforming business.
* Demonstrated success in stakeholder management across business and technology domains.
* Strong commercial awareness, including budgeting, SOWs, and vendor management.

**Qualifications*** Agile certifications (e.g. SAFe Agilist, PSM, PMI-ACP).
* Project Management certifications (e.g. PRINCE2, PMP).
* Exposure to value stream management, OKRs, or lean portfolio governance.
* Exposure to or interest in AI-assisted delivery tools, including project intelligence platforms, natural language processing tools for documentation, and predictive analytics systems.
* Comfort with technology experimentation and a growth mindset towards digital enablement.

**Corporate Risk Management*** Proficient in conducting organizational risk assessments to identify and evaluate potential risks impacting projects and strategic initiatives.
* Skilled in developing and implementing risk mitigation strategies and action plans to minimize the impact of identified risks.
* Collaborate with stakeholders to ensure compliance with industry standards such as ISO27001 and ISEA3402, maintaining high standards of security and operational excellence.

**Attributes*** Systems thinker with strong delivery discipline and stakeholder empathy.
* Comfortable working in ambiguous or evolving delivery environments.
* Passionate about building capability and leading through influence.
* Skilled at juggling multiple streams of work, maintaining calm under pressure.
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