



Position Description

Title	Project Delivery Manager
Technology	
Locations:	Auckland or Christchurch
Reports to:	Head of Portfolio Delivery
Direct Reports:	1-2 (proposed to grow to 6-8 in the future)
Indirect Reports:	N/A
Date:	November 2025

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The Technology Group is responsible for the effective delivery, management and services of all technology disciplines within the air navigation services environment - engineering design, software design and development, technology architecture and infrastructure, asset management, installation and maintenance, technical training, workload planning, maintenance program development, project management, and logistics support.

The Delivery team is a key function in the Technology Group that is responsible for the effective planning and delivery of programmes and projects to support Airways to deliver on its strategic goals. The Head of Portfolio Delivery has a reporting line to the Chief Information and Technology Officer (CITO) as the head of the Technology Group which reflects the volume of delivery (number and value of projects) that have a strong technology connection across Airways.

The Delivery team also provide programme and project capabilities to other Airways portfolios. The office is seen as a strategic function of Airways that operates with technology and business decision makers to deliver strategic benefits through quality project and program deliverables, support on governance, project portfolio management best practices, mentoring,

tools, clear and transparent reporting, and standardised processes for all project, program and portfolio management activities.

Purpose of the Position

The Project Delivery Manager will lead and manage a team of Project and Programme Managers, and is responsible for overseeing the successful execution of projects within the defined set of organisational portfolios, from initiation through to closure, ensuring they are delivered on time, within budget, and achieve their intended benefits.

This includes oversight of project planning, execution, risk management, and stakeholder engagement. The role ensures that quality and performance are monitored and managed appropriately, that data and reporting is done to consistently high standard, and that relevant governance and process frameworks are adhered to.

This role takes ownership of associated projects from initiation through to closure, ensuring they are executed effectively through management of the team of delivery team members, collaborating with the other key business roles and peers to proactively identify, address and resolve issue relating to project changes impacting the Capital Plan. The role reports progress to the Head of Delivery and collaborates to drive continual improvement and assist prioritisation by developing and maintaining strong expertise across the portfolios assigned under this role.

General

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.

Key Areas of Accountability	
Leadership	<ul style="list-style-type: none"> ▶ Provide direction, empower, motivate and develop others in order to achieve business unit, group and organisational goals. ▶ Be a role model for our shared values. ▶ Provide leadership to develop and build an engaged and high performing team. ▶ Manage performance of individuals and business area ensuring objectives and operational requirements are achieved.
Initiation	<ul style="list-style-type: none"> ▶ Lead the creation of consistent and comprehensive business cases for projects, ensuring they meet financial and operational feasibility requirements. ▶ Secure necessary approvals for project initiation from relevant stakeholders and governance bodies. ▶ Ensure development of detailed project execution plans, including resource allocation, risk assessments, and timeline development.

Execution	<ul style="list-style-type: none"> ▶ Manage project teams, resources, and stakeholders to ensure successful project delivery. ▶ Monitor project progress closely, addressing any issues or risks that arise. ▶ Ensure project deliverables meet quality standards and are delivered according to agreed-upon timelines.
Risk & Change Management	<ul style="list-style-type: none"> ▶ Implement proactive risk management strategies, ensuring risks are identified, assessed, and mitigated effectively. ▶ Manage change requests and ensure they are properly evaluated and approved before implementation.
Closure & Benefits Realisation	<ul style="list-style-type: none"> ▶ Lead project closure activities, including final reporting and the documentation of lessons learned. ▶ Ensure project deliverables are successfully transitioned to business owners for ongoing operations. ▶ Track and validate the realization of project benefits, ensuring they align with the business case.
Self-Development	<ul style="list-style-type: none"> ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Health & Safety	<ul style="list-style-type: none"> ▶ Responsible for pro-actively ensuring that the priorities of safety, and the principles adopted to secure it, are made explicit to all staff and contractors. ▶ Accountable for providing a safe work environment and implementing Airways health & safety systems for all staff and contractors. ▶ Accountable for creating a culture that promotes health & safety Responsible for ensuring staff and contractors understand their health & safety obligations including obligations to keep Airways secure ▶ Responsible for driving continuous improvement in all aspects of health & safety and ensuring any current or new work practices are assessed for potential safety impact and they deliver on safety excellence
Travel Requirement	<ul style="list-style-type: none"> ▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	<ul style="list-style-type: none"> ▶ Responsible for managing an <u>opex</u> budget of \$NIL.
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for capex business cases of \$NIL. ▶ Delegated financial authority for transactional expenditure of \$NIL.
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$NIL.

	▶ Please refer to Delegated Financial Authority Policy for further information.
Legislative Owner	▶ NIL
Safety Sensitive	▶ NO.

Key Relationships / Customers	Nature of Relationship
Internal	
Head of Portfolio Delivery	Reports to.
Project Managers	Direct reports.
Enterprise Architect	Work collaboratively with to deliver key projects.
Business Stakeholders	Works collaboratively and communicates with regarding project activities particularly through the initiate and closure/benefits realisation phases of the project lifecycle.
Project Sponsors/Steering Groups	Ensure governance processes are followed in a timely fashion and provide support in the use of tools and processes.
Resource Managers (Operations and Technology Group)	Ensure all relevant portfolio, programme and project processes are followed in a timely fashion and provide training and support in the use of tools and processes for both portfolio owners, sponsors and programme/project managers.
External	
PPM Suppliers	Negotiates, collaborates and communicates with on behalf of Airways. Determines changes and amendments in support of advanced PPM capability.
Resource Providers	Resource reviews – current contractor performance and future demand planning. Rates negotiations for standard scorecard.

Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary degree in project management and delivery OR equivalent experience gained in industry within New Zealand or internationally	✓	

Professional qualifications in Portfolio Programme Project Management (P3M3) or Project Portfolio Management (PPM).	✓	
PMP accreditation or similar professional project management qualification.	✓	
Minimum 5 years industry experience (e.g. Engineering, IT, Construction) with experience working in a project environment.	✓	
Advanced knowledge and experience with the practical application of different project management methodologies, models, and tools such as Sentient, Project Server/Project Online, PlanView, Microsoft pmo365, ServiceNow, etc.	✓	
Demonstrated leadership skills, coupled with strong Portfolio Programme Project Management experience.	✓	
Experience to develop and maintain robust relationships with all parts of the business including senior managers, programme managers, project managers, and third-party service providers including experience in negotiation.	✓	
Budget management – developing, agreeing, and controlling.	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
Proven ability to manage teams within strict governance frameworks.	✓	
Ability to develop and maintain robust relationships with all parts of the business including senior managers, programme managers, project managers, and third-party service providers.	✓	
Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	

Key Behaviours – Leading Teams			Required
Put Our People First	Lead and Engage Authentically	<p>Coaches and develops others: Acts as a coach by actively uplifting the capability of others</p> <p>Fosters trust, safety, and inclusion: Ensures others feel safe and respected, promoting inclusivity within teams</p> <p>Celebrates the success and achievements of others : Celebrates and rewards individual and team success</p>	✓
Serve all Airspace users	Safety Focused Thinking	<p>Operates with a safety-led mindset: Prioritises safety in all decisions and implements ideas that improve safety outcomes</p> <p>Applies a customer-centric lens: Prioritises the customer in all decisions and actively seeks to improve customer experiences</p>	✓
Unlock Future Growth	Innovation & Results Driven	<p>Focuses on growth, financial performance, and drives innovation: Responsible for creating innovative solutions and delivering growth and sound financial performance</p> <p>Considers future needs when making decisions: Prioritises future objectives and needs in all decisions in Airways strategies and processes</p> <p>Strives for excellence in performance: Holds self and others accountable for delivering high-quality work and performance</p>	✓
Support Sustainable Aviation	Sustainability Champion	<p>Promotes sustainability and champions sustainable practices: Promotes sustainability and prioritises sustainable outcomes in all decisions</p> <p>Embeds and improves sustainable practices: Implements processes that align to Airways sustainability goals and looks for ways to improve sustainability outcomes</p>	✓

Our values underpin everything we do



We are
safe

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for
excellence

We deliver our best work each and every day, and look for ways to continue to improve what we do



We are
One Airways

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration



We celebrate
success

We recognise our people's achievements, big and small, and celebrate our successes