

# PROJECT MANAGER - TRADE

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
GM Customer Solutions	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 position plays a pivotal role as the overarching project manager across the unfolding global trade and tariff disruption reporting into the General Manager Customer Solutions who is responsible for NZTE's delivery and activation in NZ around US tariffs.

As the project manager and coordinator across regions, you will provide leadership for a team inside NZTE who are working together to create a global view of the situation and provide clarity on what NZTE is doing to support customers.

You will support NZTE to move at pace and with agility, being purposeful in how you plan and execute across a network of NZTE and NZ Inc stakeholders. You will be comfortable operating in the grey and able to pivot as things unfold.

You will manage this complex project to tight delivery deadlines, ensuring we uphold our procurement, overseeing spend with suppliers, managing 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...**

- Provide leadership for a cross-team of people inside NZTE (e.g. market managers, solution managers, event managers) to coordinate NZTE activities in response to the current tariff situation and the changing trade settings across regions.
- Work with the team to articulate a clear strategy to our response, captured in a plan on a page, that enables people to know what we are doing to support customers.
- Manage and lead project 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 overall tracking of budget allocated to tariff work across teams.
- Embrace NZTE processes and systems to ensure best practice and consistency.
- Support a culture of continuous improvement by completing post-implementation reviews and analysis of activities.
- Facilitate skilful collaboration and fast information flows within NZTE and across NZ Inc, particularly with our international teams, and between NZTE and other organisations, NZTE customers and government agencies.

# PROJECT MANAGER - TRADE

## Success in this role means:

- Delivery of clear plan in response to the global trade uncertainty which outlines the risks and opportunities for NZ exporters
- Positive feedback from internal and external customers about the pace and quality of what is delivered through the project.
- You are a trusted advisor; others look to you for advice on NZTE's global trade uncertainty response and that the tools, solutions and experiences we deliver solve real challenges and maximise opportunities.

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

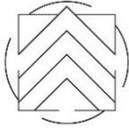
- Be great at working through influencing – skilled at working across organisations, and can motivate and lead physical and virtual project teams.
- Fosters collaboration – skilled at being able to leverage internal relationships to create results – working collaboratively as part of one global team.
- 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.

## Our characters | Ō mātou uara

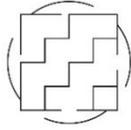
- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's 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's 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.

It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.

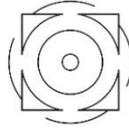
# PROJECT MANAGER - TRADE



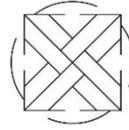
**AMBITION**  
Drives us



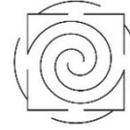
**ADVENTURE**  
Teaches us



**HONESTY**  
Frees us



**TRUST**  
Binds us



**MANAAKI**  
Is us

## How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as "enhancing mauri to deliver impact".



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