

Implementation Analyst - Part Time, Fixed Term Contract



Position Description

Background

20/20 Trust is a registered charity widely recognised as a national leader in digital equity programmes. Our vision is that 'Every person in New Zealand is able to fully participate in the digital world - Ka taea tātou katoa o Aotearoa ka mahi ai i te ao matihiko.'

The Trust's programmes are funded from a number of sources including the Tertiary Education Commission, the Ministry of Education, the Ministry of Social Development, Foundation North, and Internet NZ. We also receive smaller funding grants from a number of Trusts.

We currently operate five programmes – Family Connect, Refugee Connect, Computers in Homes Connect, Northland Connect and Pacific Seniors Connect. The programmes use common resources with local variation to reflect the needs of the communities served, and the expectations of the respective funding organisation.

Full information on the Trust can be found at 2020.org.nz

The 20/20 Trust Board has developed a Strategic Plan, and a high-level Roadmap and a Communications Strategy. Working alongside the Executive Director, the appointee will review and synthesise these strategic documents and develop a three year roadmap to move the organisation to the defined future state. This assignment will require interaction with trustees and team members to ensure the resulting implementation plan is aligned with the expectations of the organisation.

Job Title	Implementation Analyst
Location	Working from home
Job Type	Fixed-term, part-time independent contractor for 3-months with possibility to extend.
Hours	Flexible
Reports to	Executive Director
Direct Reports	None
Date	September 2020
Contracted Fee	Negotiable, based on experience
Job Purpose	Develop plans and roadmap for the projects that will implement the strategic plan and communications strategy.

<p>Key Responsibilities</p>	<ul style="list-style-type: none"> ● Review key strategic documents (strategic plan, high level roadmap and communications strategy). ● Review existing roadmap and identify new workstreams if required. ● Interview trustees and team members, as agreed with the Executive Director, to understand the expectations and constraints in place. ● Develop template for final deliverables and secure agreement from the Board. ● Create a three year operational roadmap to implement the 20/20 Trust strategy (2021-2023). ● Develop plans for the individual projects within the roadmap, with core components including scope, schedule, dependencies and budget. ● Propose effective measures to track progress of projects in the roadmap. ● Identify risks which may affect the implementation of the roadmap and propose achievable mitigation strategies.
<p>Person Specifications</p>	<ul style="list-style-type: none"> ● Experience with taking strategic documents that define organisational goals and creating plans to achieve the desired results. ● At least 5 years experience of project planning is essential. ● Experience with communication planning is highly desirable. ● Able to understand and respond to the operational and capability requirements needed to ensure the successful delivery of strategy. ● Communicate and engage well with stakeholders internally and externally. ● Influence others with impact, and inspire and motivate people. ● Excellent written and verbal communication skills. ● Demonstrate an understanding of the key articles of Te Tiriti o Waitangi.
<p>Extension</p>	<p>The Trust may consider continuing to engage the successful applicant to work on the implementation of approved projects in the roadmap.</p>