Planning Lead
Digital & Data

Role snapshot

Reports To	People leader	Direct reports
Head of D&D Operations	No	None
Role Band	**Department**	**Division**
6	Delivery and Change	Operations
Location	**Delegated authority – OPEX**	**Delegated authority – CAPEX**
Auckland	*To be confirmed*	*To be confirmed*

Purpose

The Planning Lead strengthens Digital & Data's ability to make clear, value-led delivery decisions by leading integrated portfolio and annual planning, prioritisation, demand and capacity visibility, dependency management and planning discipline. The role connects Vector31 priorities, the AMP process, Digital Roadmap commitments, investment decisions and delivery capacity, so work is prioritised, sequenced and mobilised based on value, risk, readiness, funding and capacity.

Working across Digital & Data and the wider business, the role establishes a clear and consistent planning rhythm that improves portfolio transparency, enables evidence-based trade-offs, identifies dependencies early and reduces siloed planning, fragmented mobilisation and overcommitment. This supports stronger alignment between business priorities, delivery outcomes, adoption, and measurable value, while improving confidence that agreed commitments can be delivered.

Capabilities, experience & skills

Skills	Capabilities	Experience
• Strong analytical skills, with the ability to interpret demand, capacity, readiness, dependencies and delivery information and turn it into practical planning insights. • Strong written and verbal communication skills, with the ability to clearly explain planning choices and trade-offs. • Strong attention to detail when maintaining planning artefacts, registers, calendars, assumptions, and decision records. • Confident using	• Supports senior stakeholders with prioritisation, trade-off, and sequencing decisions. • Works effectively across multiple teams and initiatives, manages competing priorities, and maintains clear, reliable planning information. • Applies a practical, improvement-focused mindset, with a strong focus on transparency, accountability, delivery flow, and value.	• Experience in portfolio planning, PMO, delivery operations, resource planning, programme coordination, business planning, portfolio management or a related discipline. • Strong understanding of project, programme or portfolio delivery, including prioritisation, dependency management, resource planning, governance and delivery risk.

spreadsheets, planning tools, dashboards, portfolio systems and reporting artefacts.		

Key accountabilities & responsibilities

Integrated Portfolio Planning and Prioritisation

- Lead integrated planning across Digital & Data programmes, portfolios, domains and delivery teams so work is prioritised and aligned to Vector31, the Digital Roadmap and agreed business outcomes.
- Facilitate Digital & Data's annual planning cycle, ensuring AMP requirements, assumptions, dependencies, investment timeframes and decision points are considered and integrated with business planning, the Digital Roadmap and portfolio priorities.
- Support quarterly and ongoing prioritisation by preparing evidence on value, capacity, readiness, dependencies, risk, delivery constraints and trade-off options.
- Work with Delivery Partners, Programme Managers, Business Analysts, D&D Operations, Finance and business stakeholders to gather and validate planning inputs.
- Maintain clear planning views, decision points and prioritisation inputs that support evidence-based sequencing and investment decisions.

Demand, Capacity and Portfolio Flow

- Working with D&D Ops team, maintain visibility of committed and in-flight portfolio work, domain capacity, delivery constraints, forecast pressure and sequencing risks across programmes, portfolios and delivery teams.
- Identify and escalate risks where demand, funding, capacity, readiness, or dependencies may affect delivery outcomes.
- Help ensure work is planned at the right level, assigned to the right delivery pathway and sequenced to avoid preventable conflicts, overload and delivery friction.

Dependency Management and Mobilisation Readiness

- Identify, track and escalate key dependencies across the business, Technology, Cyber Security, Data & Analytics, Change & Readiness, vendors and delivery teams.
- Support early shaping and mobilisation by ensuring initiatives have clear outcomes, sponsors, scope, readiness, dependencies, resource needs, funding and planning assumptions before delivery commitments are made.
- Coordinate dependency and planning information across internal teams and external delivery partners, so constraints and sequencing impacts are understood early.

Planning Standards, Governance and Reporting

- Establish and maintain consistent annual and quarterly planning and prioritisation processes, tools, templates, artefacts, and governance rhythms.
- Support portfolio planning rhythms with clear planning information, decision records, dependency maps, capacity views, and forward-looking delivery insights.

Continuous Improvement

- Identify opportunities to simplify planning, reduce duplicated activity, improve predictability, and strengthen planning maturity across Digital & Data.
- Contribute to continuous improvement across D&D Operations by strengthening planning discipline, prioritisation quality, delivery flow and portfolio transparency.

Key measures of success

- Digital & Data has a clear, current and trusted view of portfolio demand, capacity, dependencies, readiness and delivery sequencing.
- The annual planning cycle is facilitated effectively, with Digital & Data priorities, investment needs, dependencies and delivery capacity aligned to relevant AMP requirements and timeframes.
- Quarterly and ongoing prioritisation conversations are evidence-based and aligned to value, risk, capacity and strategic priorities.
- Planning risks, dependency conflicts and resource constraints are visible early and actively managed.
- Work is mobilised with clearer outcomes, sponsors, readiness, funding and capacity assumptions.
- Delivery teams have better visibility of forward demand and fewer avoidable planning surprises.
- Planning artefacts, calendars, governance rhythms and decision records are consistent and useful.
- Portfolio planning supports better investment decisions, stronger delivery confidence and reduced delivery friction.
- The role contributes to Delivery & Change outcomes: stronger portfolio transparency, more predictable delivery, better prioritisation and improved value from Digital & Data investment.

Living our behaviours

Change Makers | Customer. Customer. Customer. | Walk in Others' Shoes | We, Not Me | Consider It. Done.

Health, safety and wellbeing

We all have a personal and company-wide responsibility to own it with the health and safety of ourselves and our team. This includes complying with all health, safety and wellbeing standards, policies and procedures.

Communication is key to any healthy working relationship so please be aware, and where necessary, escalate to your manager any immediate risk of serious injury or environmental harm, hazards, near misses, injuries and incidents.

Emergency & critical event support

Due to the nature of Vector's business and its critical role within the community, there may be emergencies and/or business and community critical events (such as power outages through storms or natural disaster events). This may require you to be available to perform duties outside of your normal day-to-day responsibilities and become part of a companywide response team. The employee and the manager will discuss these requirements, recognise the employee's personal circumstances and agreeing to the working hours.

During these events, Vector will continue to provide the necessary support and systems to operate in the safest and healthiest way possible. Vector empowers its managers and individual employees to monitor their health more closely, notice changes in themselves and others, and encourages open communication to seek any required support.