

tūire
whaikōpono
āroha
kotahitanga



Te Wānanga
o Aotearoa

Aro tūranga

Position Description

A wānanga as provided under section 398D of the Education and Training Act 2023, is characterised by “Māori, and have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of mātauranga Māori, te reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contribute to the setting of international indigenous standards of teaching and intellectual endeavours”

Lead – Organisational Project Management

location	Uepū / Wāhanga Department	Taumatua
	Takiwā / Rohe District	Te Puna Manaaki
	Wāhi Mahi Location	Te Awamutu
Reporting & remuneration	Whakatau ki Reports to	Director - Te Karumārama
	Māka Pūtea Salary Grade	Level 11
	Māngai Pūtea Financial Delegation	As per financial delegation policy
	Wā Roanga Tenure	As per letter of offer
Stakeholders	Ngā Rōpu Whaihua Functional Relationships	<p>Internal</p> <ul style="list-style-type: none"> Te Wānanga o Aotearoa Kaimahi Nga Pouwhakahaere – Te Kapehu Pae Key stakeholders within Te Wānanga o Aotearoa Takiwā Senior Leadership Team (SLT) and other Takiwā Leaders and Managers and Kaimahi at Sites with the Takiwā Uepū Directors, Managers and Kaimahi at Te Puna Manaaki <p>External</p> <ul style="list-style-type: none"> External Stakeholders (Iwi/Hapū, Government Agencies, Partner Organisations)

		<ul style="list-style-type: none"> Consultants, Contractors and Suppliers
purpose	Pūtake Tūranga - Role Purpose	The role is responsible to lead a team of project management specialists to deliver on projects to meet the organisations strategic goals and initiatives.

Key Performance Indicators	Success Factors
Leadership	
<ul style="list-style-type: none"> -Lead the management and reporting of TWoA Key Kaupapa (Organisational Priorities) Pou activity. -Ensure all projects are collectively contributing to the achievement of the strategic objectives. -Continuous review of the organisational project management methodology and investigate innovations in the field for continuous improvement. 	<ul style="list-style-type: none"> - Able to provide strong leadership to OPM kaimahi, efforts and activity. - Projects are assessed and objectives are met. - Suggestion are made for continuous improvement, and innovations are done.
Risk Management	
<ul style="list-style-type: none"> -Support risk and issue mitigation strategies in alignment with the organisation risk approach. 	<ul style="list-style-type: none"> - Strategies are identified and implemented.
Project Management	
<ul style="list-style-type: none"> -Ensure all projects follow best practice and consistent project management methodology (scope, schedules, budgets, communications, risks and issues) throughout the life cycle of the project. -Ensure change management process and tools are created that support the adoption of change required by projects. -Lead the design, development, delivery and management of change communications and TWoA programme readiness activity. 	<ul style="list-style-type: none"> - Projects are monitored and implemented through best practices. - Change management process is streamlined and implemented. - Change activities are lead collaboratively.
Kaupapa Matua	
<p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our wānanga. There is therefore an expectation that kaimahi;</p> <ul style="list-style-type: none"> • Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions 	<ul style="list-style-type: none"> • Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa • Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. • Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy

- Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa.

Kaimahi Experience

- Encourage and foster a productive environment that benefit all kaimahi.
- Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi.
- Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi.
- Stay abreast to current trends and developments to support and nurture kaimahi experience.
- Kaimahi are listened to and valued when communicated

Health and Safety

- Comply with all health, safety and wellness policy and procedures
- Recognise and address circumstances to prevent unhealthy or unsafe situations
- Perform any manual duties in a safe and responsible manner
- Report faults in accordance with policy
- Process risk management forms and health and safety issues accordingly
- Health, safety and wellness policies and procedures are adhered to and complied with
- Risk minimisation assessment is completed and any identified mitigation action taken
- Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures
- Faults are reported immediately to relevant personnel
- Forms are completed that accurately reflect risks and health and safety issues.

Information Management

- Meets the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere
- Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation

Other Duties

- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications
- Undertake professional development as identified
- Attend hui kaimahi as requested
- From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles
- Requests by the employer are undertaken
- Professional development is undertaken as agreed
- Hui are attended as required
- Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the employee's manager on an annual basis at performance review.

Person Specification

Qualifications and Experience

Qualifications:

- Bachelor's Degree level qualification in relevant discipline
- Full NZ drivers' licence (Clean – Class 1)
- Professional qualification that is current such as PMP, Prince2 or Agile

Experience:

- Extensive experience in Project Portfolio Management and Enterprise Project Management Office experience.
- Experience and knowledge of change management principles, methodologies, and tools.
- Previous experience leading a high performing team of specialists.

Āhukatanga Māori:

- Willing to participate in cultural activities and motivated to develop an understanding of āhukatanga Māori (values, culture and tikanga)
- Engages in cultural activities and has a sound understanding of āhukatanga Māori (values, culture and tikanga)
- Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification)
- Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga

Technical Skills

Are the specialised skills and abilities required for a particular role

- Ability to clearly articulate messages to a variety of audiences
- Ability to influence others and move toward a common vision or goal
- Resilient and tenacious with a propensity to persevere
- Excellent leadership skills as a relationship builder, coach, mentor, and consultant
- Must be a team player and able to work collaboratively with and through others
- Acute business acumen and understanding of organisational issues and challenges
- Experience with large-scale organisational change effort
- Excellent planning and project/task management skills
- Proven ability to prioritise and execute strategies/tasks under pressure when needed; demonstrated experience managing complex deadline-intensive projects