



Aro tūranga

Position Description

Position Title

location	Uepū / Wāhanga <i>Department</i>	Taumatua
	Takiwā / Rohe <i>District</i>	Te Awamutu
	Wāhi Mahi <i>Location</i>	Te Puna Manaaki
Reporting & remuneration	Whakatau ki <i>Reports to</i>	Head – Te Karumārama
	Māka Pūtea <i>Salary Grade</i>	LE10
	Māngai Pūtea <i>Financial Delegation</i>	N/A
	Wā Roanga <i>Tenure</i>	As per letter of offer
Stakeholders	Ngā Rōpu Whaihua <i>Functional Relationships</i>	Internal <ul style="list-style-type: none">• Kiriwhanake Uepū• Te Wānanga o Aotearoa Kaimahi• Key stakeholders within Te Wānanga o Aotearoa• Takiwā Senior Leadership Team (SLT) and other Takiwā/Rohe Leaders and Managers and Kaimahi at Sites with the Takiwā• Aramātauranga and other Uepu Leaders, Managers and Kaimahi at Te Puna Matauranga External <ul style="list-style-type: none">• Iwi/Hapū• External Stakeholders (Contractors and Suppliers)

		<ul style="list-style-type: none"> • Unions (TEU & Tuia) • Government Agencies • Consultants • Partner Organisations • Relevant external agencies and providers
purpose	Pūtake Tūranga - Role Purpose	<i>This role is responsible for supporting the oversight of the planning, tracking and performance of the programme lifecycle processes by Te Wānanga o Aotearoa Programme Lifecycle Committee (PLC).</i>

Key Performance Indicators	Success Factors
----------------------------	-----------------

<ul style="list-style-type: none"> • Provide project management expertise and prepare programme status reports for executive management on the status, effectiveness, and progress of programmes to help identify the future direction, needs, and priorities of identified programmes. • Provide business case writing expertise and lead the compilation and review of programme business case documents. • Monitor and evaluate programme lifecycle risks for the PLC • Consolidate and report ongoing programme delivery challenges related to programme delivery performance and or programme design to the PLC • Assess programme delivery performance and experience (after the year one delivery) with reference to programme lifecycle criteria • Review the programme lifecycle process from MoP to Evaluation with Key Stakeholders to identify areas for improvement • Develop templates and tools to assist in the compilation and review of programme business cases and new programme ideation • Any other tasks as required to support the effective functioning of the PLC 	<ul style="list-style-type: none"> • High Level Accountabilities have been provided - Key Performance Indicators and Success Factors will be negotiated between kaimahi and management post appointment.
---	---

Kaupapa Matua	
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	<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.

<p>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 Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. 	<ul style="list-style-type: none"> 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
Kaimahi Experience	
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Kaimahi are listened to and valued when communicated
Health and Safety	
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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.
Other Duties	
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 Driver Licence (Clean – Class 1)

Experience:

- 5 + years' experience programme or project management experience
- 3 + years proven analytical ability
- 3 + years' experience within the tertiary education sector
- 3 + years in report preparation and decision-making

Āhuetanga Māori:

- Engages in cultural activities and has a sound understanding of āhuetanga Māori (values, culture and tikanga)
- Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification)
- Prepared to increase knowledge, understanding and everyday use of te reo and āhuetanga Māori and support other kaimahi in the same endeavour
- Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace

Technical Skills

Are the specialised skills and abilities required for a particular role

- Proven organisational planning and / or project delivery experience
- Advanced negotiating and influencing skills
- Demonstrated analysis and problem-solving skills
- Advanced report writing skills
- Working understanding of risk management processes
- Excellent written and verbal communication skills
- Sound administrative and coordination skills
- Intermediate negotiating and influencing skills