

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”.

Tūranga Position	Lead – Technology Change	
Uepū / Wāhanga Department	Te Pae Tawhiti Office	
Takiwā / Rohe District	Te Puna Manaaki	
Wāhi Mahi Location	Te Puna Manaaki – Te Awamutu	
Whakatau ki Reports to	Head – Technology Change	
Māka Pūtea Salary Grade	Level 9	
Wā Roanga Tenure	Fixed Term	
Ngā Rōpu Whaihua Key Relationships	<u>Internal</u> <ul style="list-style-type: none"> Te Kura Toroa Ngā Pouwhakahaere Te Mana Whakahaere and Governance committees TPT Office dedicated and support kaimahi Directors Kaimahi 	<u>External</u> <ul style="list-style-type: none"> Consultants External Stakeholders (Contractors and Suppliers) Tauira, iwi, hapū and whānau Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga - Role Purpose

The Lead – Technology Change supports successful change delivery across targeted transformation initiatives within the Te Pae Tawhiti (TPT) Transformation Office at Te Wānanga o Aotearoa. With a focus on Te Pae Tawhiti 2030, this role blends grounded strategic change planning and trusted relationships to support the successful relationship-based change adoption of new technologies and ways of working. Acting as a bridge between enterprise strategy and local readiness, the Lead – Technology Change ensures change is people-centred, culturally aligned, and sustainably embedded.

Working in a change practice, the Lead – Technology Change works cohesively alongside programme teams, Pouwhakahaere, Directors, kaimahi, and other change practitioners to ensure strategic objectives are realised by uplifting capability and promoting long-term adoption of new systems and ways of working.

Key Objectives	Key Accountabilities
Change Strategy and Planning:	<ul style="list-style-type: none"> • Develop and implement fit-for-purpose change strategies, systems and plans aligned to transformation goals (e.g., digital systems, data-modernisation). • Translate enterprise-level frameworks into practical, localised plans for takiwā and business units. • Conduct change impact assessments and readiness scans at team and site levels. • Identify and manage change risks and interdependencies across concurrent IT and business projects to avoid overload and ensure sequencing.
Engagement, Coaching and Capability Building:	<ul style="list-style-type: none"> • Establish and maintain a network of local change champions to support communication and adoption. • Coach leaders and kaimahi to confidently lead and navigate change in their areas. • Support teams with practical sessions — helping them get familiar with what’s changing, how it affects them, and how to use the tools that make the shift easier. • Build digital confidence in tools being implemented (e.g., Microsoft 365, O365, new systems).
Adoption and Implementation Support:	<ul style="list-style-type: none"> • Work side-by-side with teams to support transition activities, uptake of new tools, and behaviour change. • Localise communications and adoption materials; deliver face-to-face and virtual engagement as required. • Support cutover, go-live, and early-life support periods by ensuring readiness activities are complete, contingency plans are clear, and floorwalking/support channels are active. • Support business users during UAT (User Acceptance Testing) phases by coordinating engagement and gathering feedback.
Cultural and Organisational Alignment:	<ul style="list-style-type: none"> • Ensure all change efforts reflect Kaupapa Wānanga principles – āhurutanga, koha, kaitiakitanga, and mauri ora. • Collaborate with cultural leads to deliver communications and activities that are authentic and culturally responsive.

Key Objectives	Key Accountabilities
Feedback and Continuous Improvement:	<ul style="list-style-type: none"> • Gather ground-truth insights from takiwā and operational teams and feed these into the enterprise change and technology streams. • Collaborate with IT and data teams to monitor adoption metrics and usage analytics; adjust support accordingly. • Report on change progress, sentiment, adoption, and key risk areas to project leadership and enterprise governance groups. • Participate in post-implementation reviews and inform iterative improvements.
Environmental, Safety and Wellness Management:	<ul style="list-style-type: none"> • Demonstrate a commitment to Te Wānanga o Aotearoa health and safety rules and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. • Report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm.
Communications and Relationship Management	<ul style="list-style-type: none"> • Communication style and frequency support internal and external contact with stakeholders.
Information Management	<ul style="list-style-type: none"> • Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. • Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
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.

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 kaimahi manager on an annual basis at performance review.

Person Specification

<p>Qualifications:</p>	<ul style="list-style-type: none"> - Degree in Change Management, Organisational Development, Business Administration, or a related field. - Full NZ Drivers License (Class 1)
<p>Essential Experience and Skills:</p>	<ul style="list-style-type: none"> - 5+ years' experience in change management or similar roles, with a strong focus on people-side implementation. - Demonstrated experience in delivering change at a team, regional, or programme level. - Excellent relationship-building and coaching skills; proven ability to engage across varied stakeholders and contexts. - Familiarity in change management methodologies (e.g., PROSCI, APMG) is highly desirable. - Experience working in kaupapa Māori or bicultural environments. <p>Technical Skills</p> <ul style="list-style-type: none"> - Strong understanding of enterprise technology systems, including legacy system replacement, foundational infrastructure improvements, and learning technology solutions. - Proven ability to align technology solutions with organisational goals and future-focused strategies. - Proficient in working with agile teams and applying agile principles to technology implementation. - Experienced in guiding product teams to deliver iterative, value-driven solutions. - Exceptional interpersonal and communication skills, with the ability to build trust and collaboration across IT, business units, and change teams. - Skilled in managing complex stakeholder relationships and facilitating alignment. - Thrives in collaborative environments, working effectively with cross-functional teams and diverse stakeholders. - Expertise in integrating change initiatives with other transformation efforts and ensuring long-term sustainability. - Proficient in assessing change readiness, impact, and adoption metrics to inform decision-making. - Demonstrates a proactive approach to identifying and addressing barriers to change. - Thrives in dynamic, fast-paced environments and adapts to evolving priorities and challenges. - Maintains focus and resilience in managing complex and high-stakes change initiatives.
<p>Āhukatanga Māori</p>	<ul style="list-style-type: none"> - Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values. - Prepared to increase knowledge, understanding and everyday

	<p>use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour.</p> <ul style="list-style-type: none"> - Te Kaupapa Mātua is understood and applied to mahi and relationships.
<p>Essential Attributes</p>	<p>Visionary and Collaborative</p> <ul style="list-style-type: none"> - Sees the bigger picture and connects change initiatives to deliver cohesive and impactful outcomes. - Values collaboration and fosters a culture of inclusivity and teamwork. <p>Empathetic and People-centred</p> <ul style="list-style-type: none"> - Approaches change management with empathy and a strong focus on supporting people through transitions. - Builds trust and rapport with kaimahi, taura, and stakeholders. <p>Detail-Oriented</p> <ul style="list-style-type: none"> - Maintains a strong focus on details while managing complex and interconnected change initiatives. - Ensures thorough planning and execution of all change strategies. <p>Culturally Grounded</p> <ul style="list-style-type: none"> - Fully committed to reflecting the values and principles of Kaupapa Mātua in all aspects of change management. - Demonstrates respect for and alignment with Māori cultural values and practices. <p>Committed to Excellence</p> <ul style="list-style-type: none"> - Strives for high-quality outcomes in all aspects of change management. - Demonstrates integrity, accountability, and a commitment to continuous improvement.