

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 <i>Position</i>	Transformation Programme Manager	
Uepū / Wāhanga <i>Department</i>	Te Pae Tawhiti Office	
Takiwā / Rohe <i>District</i>	Te Puna Manaaki	
Wāhi Mahi <i>Location</i>	Te Puna Manaaki – Te Awamutu	
Whakatau ki <i>Reports to</i>	Senior Programme Manager, Transformation	
Māka Pūtea <i>Salary Grade</i>	Level 8	
Wā Roanga <i>Tenure</i>	Two-year Fixed Term	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Director, Te Pae Tawhiti Transformation Office • Senior Programme Managers • Manager, Communications and Engagement • Organisational Change Manager • Senior Analyst, Data and Insights • Executive Office Administrator • Director, Digital Transformation Portfolio • Digital Transformation Change Lead • Programme Directors and delivery leads across Te Pae Tawhiti initiatives • Directors and kaimahi across Uepū 	<u>External</u> <ul style="list-style-type: none"> • External consultants and advisers • Technology vendors and implementation partners • Relevant external agencies as required

Pūtake Tūranga - Role Purpose

The Transformation Programme Manager plays a critical enabling role within the Te Pae Tawhiti Office, supporting the Senior Programme Manager to drive progress and deliver assurance across complex, interconnected transformation initiatives with discipline, consistency, and quality.

The role is responsible for programme-level planning, coordination, governance support, and reporting across assigned initiatives, while also retaining accountability for the end-to-end delivery of defined projects and workstreams.

Operating with a high degree of autonomy, the Transformation Programme Manager works closely with the Senior Programme Manager, Director Transformation, and workstream leads to maintain delivery momentum, manage interdependencies, and provide confidence to governance through high-quality information, reporting, and risk management.

The role also provides dedicated programme and project management support to Communications and Engagement initiatives (approximately 30% of capacity), recognising the strategic importance of engagement and programme-wide communications to the success of Te Pae Tawhiti 2030.

Key Objectives	Key Accountabilities
<p>Programme Management and Planning:</p>	<ul style="list-style-type: none"> • Support the Senior Programme Manager by maintaining oversight of progress, risks, and interdependencies across assigned initiatives, escalating issues and exceptions where required. • Maintain and update programme plans, schedules, trackers, and action logs across Te Pae Tawhiti initiatives. • Develop and maintain programme artefacts including project briefs, status reports, risk and issue registers, and decision logs. • Develop and maintain programme-level planning artefacts, including sequencing, dependency mapping, and coordinated schedules, to support the Senior Programme Manager and governance decision-making.
<p>Project Management and Delivery:</p>	<ul style="list-style-type: none"> • Lead the end-to-end delivery of assigned Te Pae Tawhiti projects, from initiation through to closure, including budget management where required. • Lead (where appropriate) and actively contribute to meetings, workshops, and working sessions, including scheduling, agenda preparation, note-taking, and follow-up of actions. • Build effective working relationships with project stakeholders and prepare governance reporting reflecting progress, delivery, and outcomes. • Track milestones and deliverables, flagging slippage or emerging risks to the Senior Programme Manager and Director in a timely way.
<p>Governance and Reporting:</p>	<ul style="list-style-type: none"> • Prepare and collate inputs, analysis, and insights for governance reporting, including steering committee updates, portfolio status reports, and Te Mana Whakahaere papers. • Act as a quality gate for programme reporting, ensuring consistency, clarity, and integrity of information before submission to governance forums. • Maintain reporting templates and ensure consistency of format and quality across programme reporting.

Key Objectives	Key Accountabilities
	<ul style="list-style-type: none"> • Drive the reporting cycle, including reminders, collation of inputs from programme leads, and quality checks before submission. • Partner with the Senior Analyst, Data and Insights to prepare dashboards and performance reporting for governance and leadership. • Ensure governance documentation is well organised, version-controlled, and accessible to the team.
<p>Communications and Engagement Project Management (approximately 30% of capacity):</p>	<ul style="list-style-type: none"> • Programme-level planning, coordination, and scheduling of communications and engagement activities, including maintaining the communications calendar and tracking delivery against plan. • Manage agreed communications projects from end-to-end, such as delivery of a microsite to communicate key messages and progress to stakeholders. • Content preparation, formatting, and distribution of communications materials, ensuring consistency of tone, branding, and quality. • Manage logistics for engagement activities, including hui, wānanga, workshops, and events, covering scheduling, venue arrangements, materials, and participant communications. • Gather and organise feedback and insights from engagement activities to support ongoing planning and reporting.
<p>Information and Knowledge Management:</p>	<ul style="list-style-type: none"> • Establish and maintain organised filing and document management systems for the Te Pae Tawhiti Office, including SharePoint, Teams, and shared drives. • Ensure programme documentation is consistently named, version-controlled, and easy to locate. • Support onboarding of new team members by maintaining up-to-date programme reference materials and orientation packs. • Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. • Create and manage records in accordance with Te Wānanga o Aotearoa privacy, data, information, and records management policies and procedures.
<p>Team Contribution and Ways of Working:</p>	<ul style="list-style-type: none"> • Work proactively across the team, anticipating what is needed and offering support before being asked. • Build effective working relationships with all members of the Te Pae Tawhiti Office and with programme leads and delivery teams across the portfolio. • Lead continuous improvement of team processes, templates, and ways of working.

Key Objectives	Key Accountabilities
	<ul style="list-style-type: none"> Actively contribute during periods of high demand, demonstrating initiative, flexibility, and a willingness to pitch in where needed. Lead (where appropriate) and actively contribute to team hui, planning sessions, and retrospectives.
Cultural Alignment:	<ul style="list-style-type: none"> Ensure programme activities and deliverables reflect tikanga Māori, te reo Māori, and kaupapa Wānanga principles. Build working relationships grounded in the Ngā Uara values: Te Aroha, Te Whakapono, Ngā Ture, Kotahitanga. Work collaboratively with cultural leads and the wider Te Pae Tawhiti team to ensure engagement and delivery mahi is authentic and culturally responsive.
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.

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

Qualifications and Experience
<p>Qualifications</p> <ul style="list-style-type: none"> Relevant tertiary qualification in business administration, project management, communications, or a related field, or equivalent professional experience. Full New Zealand Driver's Licence (Class 1). <p>Experience</p> <ul style="list-style-type: none"> Programme and project management: Demonstrated experience managing projects and supporting programme-level delivery in a transformation or portfolio environment. Familiarity with programme management tools, templates, and reporting processes. Governance and reporting: Experience supporting senior leaders through governance reporting, planning, and delivery assurance, with the ability to produce clear and accurate information for governance forums. Managing priorities: Demonstrated ability to manage interdependencies and competing priorities across multiple concurrent workstreams.

- Written communication: Clear, accurate written communication skills, including the ability to draft correspondence, prepare reports, format documents, and present information in a professional and accessible way.
- Digital literacy: Confident and capable with Microsoft 365 tools, including SharePoint, Teams, Word, Excel, PowerPoint, and Outlook. Able to set up and maintain shared workspaces, trackers, and filing structures.
- Communications and engagement support: Experience managing communications, engagement, or event coordination is essential. Able to lead content preparation, logistics, and scheduling with care and attention to quality.
- Kaupapa Māori environment: Experience working in a kaupapa Māori, bicultural, or Māori organisation is desirable. A genuine willingness to learn and engage with te ao Māori in the workplace.

Āhuetanga Māori (Essential)

- Demonstrated commitment to participating fully in cultural activities such as pōwhiri, karakia, and Te Whāriki, and to exemplifying Ngā Uara in daily mahi.
- Prepared to increase knowledge, understanding, and everyday use of te reo Māori and āhuetanga Māori, and to support other kaimahi in the same endeavour.

Key Competencies

Programme and Project Management

- Demonstrated experience managing projects and supporting programme-level delivery in a transformation or portfolio environment, with proficiency in programme management tools, templates, and reporting.
- Able to see how individual projects connect to broader programme outcomes and governance expectations.

Governance and Reporting

- Skilled in preparing and quality-checking governance reporting, with the ability to produce clear, accurate, decision-ready information for senior leaders and governance forums.
- Attentive to consistency, format, and integrity across all programme reporting.

Communications and Engagement

- Experience managing communications, engagement, or event coordination, with strong written communication skills and attention to consistency, tone, and quality.
- Able to manage logistics, content, and scheduling across a range of engagement activities and formats.

Stakeholder Engagement

- Able to build effective working relationships across a team and with stakeholders at different levels.
- Comfortable working alongside senior leaders while maintaining a collaborative, grounded approach.

Organisation and Delivery

- Strong organisational skills with a demonstrated ability to manage multiple tasks, meet deadlines, and maintain accuracy under pressure across concurrent workstreams.
- Consistent and reliable in delivering quality work, with strong attention to detail.

Digital Literacy

- Confident and capable with Microsoft 365 tools including SharePoint, Teams, Word, Excel, PowerPoint, and Outlook.
- Able to set up and maintain shared workspaces, trackers, and filing structures for the team.

Key Attributes

System-Oriented and Outcomes-Focused

- Able to see how individual projects connect to broader programme outcomes and governance expectations.
- Keeps the bigger picture in view without losing grip on the detail.

Reliable and Thorough

- Consistently delivers quality work on time. Pays attention to detail and takes pride in getting things right.
- The team knows they can count on this person.

Proactive and Self-Directed

- Anticipates what the team needs and acts on it without waiting to be asked.
- Comfortable managing their own workload and priorities within a fast-moving environment.

Collaborative and Grounded

- Works well alongside others, contributing with warmth and a genuine team spirit.
- Comfortable supporting senior leaders while staying approachable and down to earth.

Adaptable and Resilient

- Handles changing priorities and competing demands with composure.
- Willing to flex and pitch in where the team needs support most.

Culturally Respectful

- Approaches the kaupapa Māori context of the wānanga with genuine respect and a willingness to engage, learn, and contribute authentically.
- Demonstrates respect for and alignment with Māori cultural values and practices.