

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	Digital Programme Manager	
Uepū / Wāhanga Department	Te Pae Tawhiti Transformation Wāhanga	
Takiwā / Rohe District	Te Puna Manaaki	
Wāhi Mahi Location	Te Puna Manaaki – Te Awamutu	
Whakatau ki Reports to	Senior Programme Manager, Te Pae Tawhiti/Digital Transformation Portfolio Director	
Māka Pūtea Salary Grade	L8	
Wā Roanga Tenure	Two-year Fixed Term	
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u> <ul style="list-style-type: none"> • Kaiwhakatere • 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 Digital Programme Manager sits within the Te Pae Tawhiti Transformation Wāhanga and is responsible for planning, managing, and delivering digital programmes and workstreams across the transformation portfolio. The portfolio encompasses the Enrolment and Pastoral Care Experience (EPC), Strengthening Enterprise Foundations (SEF), and Modernisation of Data Infrastructure (MDI) programmes. Working in close partnership with the Digital Transformation Portfolio Director, the role reports to the Senior Programme Manager for Te Pae Tawhiti, and provides disciplined programme delivery capability with particular strength in digital technology delivery and programme financial management.

This role translates digital strategy into clear, executable delivery plans, manages programme budgets and finances, tracks benefits realisation, and ensures strong coordination across interdependent digital workstreams. The Digital Programme Manager applies agile and hybrid delivery practices adapted to a kaupapa Māori context, working cohesively alongside

programme teams, Pouwhakahaere, Paemanu, and kaimahi to ensure strategic objectives are realised. The role works in close partnership with the Lead – Digital Change Transformation, the Enterprise Change Manager, and the Manager – Communications and Engagement to ensure delivery is well-coordinated, culturally grounded, and consistently communicated. Together with the Digital Transformation Portfolio Director, the Digital Programme Manager strengthens portfolio leadership and provides the delivery discipline that connects the digital transformation programmes to the wider Te Pae Tawhiti kaupapa.

Key Objectives	Key Accountabilities
Digital Programme Support:	<ul style="list-style-type: none"> • Act as a primary point of coordination and connection across digital workstreams (EPC, SEF and MDI), ensuring coherence, collaboration, and alignment with the transformation portfolio. • Work in genuine partnership with the Digital Transformation Portfolio Director on portfolio-level planning, governance preparation, and decision-ready reporting, surfacing risks and issues early to maintain momentum across the portfolio.
Strategic Alignment:	<ul style="list-style-type: none"> • Help to ensure activities across the EPC, SEF, and MDI programmes align with Te Kaupapa Matua, Ngā Uara, and the Te Pae Tawhiti 2030 strategy. • Work alongside the Digital Transformation Portfolio Director to prioritise and sequence digital initiatives in line with organisational strategy. • Translate digital strategic objectives into clear programme goals, roadmaps, and measurable outcomes.
Programme Planning and Delivery:	<ul style="list-style-type: none"> • Track, align and report on programme roadmaps, release plans, and milestone schedules for assigned digital workstreams. • Identify and manage dependencies across digital workstreams, escalating blockers and ensuring delivery artefacts (plans, RAID logs, status reports) are current and actively used.
Stakeholder Engagement:	<ul style="list-style-type: none"> • Develop and maintain strong relationships with internal and external stakeholders across technology, operations, and business units, including close working partnerships with the Lead – Digital Change Transformation, the Enterprise Change Manager, and the Manager – Communications and Engagement. • Produce timely, decision-ready governance reporting, steering committee papers, and portfolio dashboards. • Facilitate communication and alignment between digital delivery teams, the TPT Office, and the broader organisation.

Key Objectives	Key Accountabilities
Programme Financial Management:	<ul style="list-style-type: none"> • Develop and manage programme budgets, forecasts, and cost plans for assigned digital programmes, ensuring expenditure is tracked against approved budgets. • Produce regular financial reporting for governance and the Portfolio Director, including burn rate, forecast-to-complete, and variance commentary. • Support management of vendor purchase orders, contracts, and invoicing in alignment with procurement and financial delegations, and support business case development including cost-benefit analysis.
Risk and Issue Management:	<ul style="list-style-type: none"> • Proactively identify, assess, and manage risks and issues across the digital programme portfolio, maintaining RAID logs that are visible, well understood, and regularly reviewed. • Use agile approaches to manage uncertainty, leveraging iterative feedback and learning to address emerging challenges.
Cultural Alignment:	<ul style="list-style-type: none"> • Ensure programme activities and deliverables reflect tikanga Māori, te reo Māori, and kaupapa Wānanga principles, embedded as a foundation rather than a formality. • Build relationships grounded in respect, reciprocity, and the Ngā Uara values: Te Aroha, Te Whakapono, Ngā Ture, Kotahitanga.
Measurement and Reporting:	<ul style="list-style-type: none"> • Track and report on programme performance using agile metrics and financial data, providing clear visibility of progress, value delivered, and risks to governance. • Embed benefits realisation planning into programme delivery from the outset, working with the Senior Analyst (Data and Insights) to maintain benefits registers and track outcomes at key milestones. • Use agile and delivery management tools to manage workstreams, track progress, and facilitate transparency across the portfolio.
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

Kaupapa
Commitment*

Technical Skills &
Knowledge

Behavioural
Competencies

Qualifications &
Experience



Qualifications and Experience

Qualifications

- Bachelor's degree in Information Technology, Programme/Project Management, Business Administration, or a related field.
- Full NZ Drivers Licence (Class 1)

Experience

- Minimum of 7–10 years' experience managing programmes or portfolios, with demonstrated experience in digital technology delivery.
- Proven experience managing programme budgets and finances, including forecasting, variance reporting, vendor management, and business case development.
- Track record of delivering large-scale digital or technology transformation programmes in complex organisations.
- Experience working in kaupapa Māori or bicultural environments is highly valued. Familiarity with cloud platforms, enterprise digital systems, or technology-led change programmes (e.g., ERP, CRM, data platforms, digital workplace) is an advantage.

Āhukatanga Māori (Essential)

- Demonstrable commitment to participating fully in cultural activities (e.g. pōwhiri / karakia /Te Whāriki) and motivated to further develop an understanding of Māori values.
- Ability to greet and acknowledge people in Te Reo Māori and pronounce Māori words correctly. Commitment to further developing personal competence in Te Reo Māori, if required.

Key Competencies

Digital Programme and Project Management

- Extensive experience planning, managing, and delivering digital technology programmes across their full lifecycle, with proficiency in roadmapping, delivery plans, RAID logs, and programme governance artefacts.
- Skilled in managing interdependencies across digital workstreams and aligning delivery with strategic and organisational priorities.

Programme Financial Management

- Strong capability in programme budgeting, financial forecasting, and cost reporting, with the ability to produce clear financial commentary for governance audiences.
- Experience developing business cases and options analyses, including cost-benefit modelling, and managing vendor contracts and procurement within financial delegations.

Leadership and Coaching

- Provide delivery teams with clarity, accountability, and care, setting clear expectations while supporting practical problem-solving across the programme.
- Fosters a culture of trust, transparency, shared accountability, and continuous improvement, working collaboratively to enable cross-functional delivery.

Stakeholder Engagement

- Exceptional written and verbal communication skills, with the ability to produce decision-ready reports and present clearly to senior leaders and governance, including on financial and delivery matters.
- Skilled in building relationships across diverse stakeholder groups and communicating complex information clearly to both technical and non-technical audiences.

Agile Delivery and Evidence-Led Practice

- Sound understanding of agile frameworks (SAFe, Scrum, Kanban, Lean) and their application at programme level, with the ability to adapt practices to fit the context and culture of the organisation.
- Uses data, agile metrics, and financial information to inform decisions; proficient in digital delivery and portfolio management tools (e.g., Jira, Azure DevOps, MS Project, or similar).

Risk and Benefits Management

- Proactive in identifying and managing risk, with a track record of maintaining well-governed RAID logs and escalating issues early to keep programmes on track.
- Experience embedding benefits realisation into programme delivery, reporting on benefits at key milestones and connecting delivery outcomes to organisational strategy.

Key Attributes**Visionary and Collaborative**

- Sees the bigger picture and connects projects to deliver cohesive and impactful outcomes.
- Values collaboration and creates environments that encourage teamwork and innovation.

People-Centric

- Focused on empowering individuals and teams, ensuring their voices are heard and their contributions are valued.
- Approaches challenges with empathy, respect, and a solution-focused mindset.

Outcome-Oriented

- Maintains a strong focus on delivering tangible and sustainable outcomes.
- Continuously seeks opportunities to optimise value delivery and improve programme performance.

Culturally Grounded

- Fully committed to reflecting the values and principles of Kaupapa Wānanga in all aspects of programme delivery.
- Demonstrates respect for and alignment with Māori cultural values and practices.

Committed to Excellence

- Strives for high-quality outcomes in all aspects of portfolio management.
- Demonstrates integrity, accountability, and a commitment to continuous improvement.