

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, 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 contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

Tūranga / Position:	Senior Programme Manager	
Uepū / Wāhanga / Department:	Te Pae Tawhiti Office	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	Te Puna Manaaki – Te Awamutu	
Reports to:	Transformation Programme Director	
Māka Pūtea / Salary Grade:	Level 11, Leadership	
Wā Roanga / Tenure:	Two-year Fixed Term	
Key Relationships:	Internal:	• Kaiwhakatere • Ngā Pouwhakahaere, Te Mana Whakahaere and Governance committees • TPT Office dedicated and support kaimahi • All Te Wānanga o Aotearoa (TWOA) kaimahi
	External:	• External Stakeholders (Contractors and Suppliers) • Tauira, iwi, hapū and whānau • Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The primary purpose of the Senior Programme Manager is to provide strategic direction and oversight as a leader across multiple interconnected programmes and projects within the transformation portfolio, and to drive delivery of TPTO outputs. Building on a deep understanding of agile delivery and organisational transformation, this role ensures seamless integration of agile principles and benefits-driven delivery across the system, fostering a culture of collaboration, adaptability, and continuous learning.

As a senior leader, the role steers the planning, sequencing, and coordination of transformation workstreams, ensuring dependencies are effectively managed and that outcomes remain tightly aligned with Kaupapa Matua, strategic priorities, and the long-term Te Pae Tawhiti vision. The Senior Agile Programme Manager also plays a critical role in bridging strategy, technology, operational change, and cultural alignment to realise benefits and measurable value across the transformation journey.

A key part of this role is providing strategic risk and issue management across the transformation portfolio, proactively identifying interdependencies, constraints, and systemic risks that could affect delivery. The Senior Agile Programme Manager ensures these are managed through adaptive planning, transparent reporting, and early intervention in partnership with governance, programme, and delivery leads.

In addition to delivery leadership, this role is responsible for working with the Senior Analyst Te Pae Tawhiti Data & Insights to develop, embed and track a benefits realisation framework, drawing on leading practice from large-scale transformation programmes. This includes defining measurable outcomes, ensuring benefits are tracked from design through to implementation, and providing clear, actionable insights to governance and leadership.

Ultimately, the Senior Programme Manager (Agile) acts as a trusted advisor and system enabler, guiding leaders and teams to strengthen delivery capability, and drive delivery of key transformation workstreams, ensuring the transformation achieves sustained impact for our kaimahi, tauira, and communities.

Key Responsibilities	Deliverables / Accountabilities
Strategic and Portfolio Leadership	- Provide strategic leadership across multiple transformation workstreams to ensure programme objectives are achieved. - Translate organisational strategy and transformation goals into actionable, benefits-focused delivery plans. - Maintain oversight of delivery performance, risk, and interdependencies across the Te Pae Tawhiti portfolio. - Work with the Transformation Programme Director and senior leaders to prioritise initiatives and align delivery to strategic priorities.
Agile Delivery Leadership:	- Champion the scaled agile approach across the transformation portfolio, ensuring consistent application of agile principles and tools. - Lead Wāhanga level planning, retrospectives, and reviews at the programme level. - Foster an agile culture grounded in learning, adaptability, and empowerment across transformation workstreams.
Agile Planning and Delivery:	- Develop and manage programme roadmaps and release plans, ensuring iterative delivery and frequent value realisation. - Facilitate Agile ceremonies at the programme level, such as Programme Increment (PI) planning, retrospectives, and reviews. - Enable cross-team coordination, identifying and addressing

Key Responsibilities	Deliverables / Accountabilities
	dependencies, risks, and impediments across the programme.
Strategic risk and benefits management	- Provide system-level oversight of risks, issues, and dependencies across all transformation programmes. - Establish and maintain a proactive approach to identifying, assessing, and mitigating risks and impediments that could impact delivery outcomes. - Lead portfolio-level risk discussions with the Transformation Programme Director and Ngā Pouwhakahaere, ensuring clear visibility and timely resolution of emerging risks. - Work with the Senior Analyst, Data & Insights to develop and implement a benefits realisation framework for Te Pae Tawhiti, drawing on leading practice from major transformation programmes. - Partner with business owners to define, measure, and track benefits throughout the transformation lifecycle. - Ensure that benefits reporting is integrated with programme dashboards and performance reporting mechanisms.
Stakeholder and Governance Engagement:	- Act as a trusted advisor to Ngā Pouwhakahaere, the Director of Transformation and transformation workstream leads. - Provide clear, strategic reporting on portfolio performance, risks, and realised benefits. - Build strong relationships across internal and external stakeholders, enabling alignment between design, delivery, and organisational intent.
Agile Coaching and Team Development:	- Build agile capability across the organisation through mentoring, coaching, and modelling adaptive leadership. - Coach team members, Scrum Masters, and Product Owners to enhance Agile maturity and performance. - Champion a collaborative and empowered team environment that encourages innovation and continuous improvement. - Contribute to the development of internal frameworks, tools, and practices that enable effective agile delivery.

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Risk and Issue Management:	- Proactively identify, assess, and mitigate risks and issues across the programme. - Use Agile approaches to manage uncertainty, leveraging iterative feedback and learning to address challenges.
Performance, Measurement and Reporting	- Establish Agile metrics (e.g., velocity, cycle time, value delivered) to track programme performance and progress. - Deliver regular programme updates and dashboards to TPT leadership, highlighting value delivered, risks, and opportunities for improvement. - Ensure transparency of performance information through well-designed dashboards and reporting tools that connect outcomes to strategic goals.
Driving for Business Performance: Role content specific to the relevant subject matter expertise or specialism of this role. Responsibility for specific KPIs or performance and or reporting metrics.	- Accountable for task completion and quality. - Sets clear direction for self. - Seeks own development and takes accountability. - Provides feedback and builds trust. - Contributes to team capability and cohesion.
Financial Responsibility	- Uses resources responsibly. - Understands cost implications.
Problem Solving Requirements including but not limited to: Decision-Making Authority & Delegations Level of autonomy in strategic, operational, or tactical decisions. Impact of decisions across the organisation or sector.	- Makes task decisions within role scope. - Escalates complex, strategic or people-related issues. - Follows established processes
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	- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions are aligned with Te Wānanga o Aotearoa leaders. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi

Key Responsibilities	Deliverables / Accountabilities
and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi will follow and work by these guiding principles.	
Communications and Relationship Management Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	- Communication style and frequency supports internal and external contact with stakeholders.
Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.	- 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.
Health and Safety Uphold and comply with the Health and Safety at Work Act 2015. Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies 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 and well-being of others.	- Report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures. - Promotes personal and team wellbeing. - Recognises and actively manages stress.
Other Duties	- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them. The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.	

Person specification

Qualifications:	Example - Bachelor's degree in Programme/Project Management, Business Administration, or a related field - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills:	- Minimum of 10+ years' experience managing programmes or portfolios. - Certification in Agile frameworks (e.g., SAFe Program Consultant, Certified Scrum Master, PMI-ACP). - Demonstrated success embedding agile delivery at scale within a transformation or enterprise context. - Proven experience developing and implementing benefits realisation frameworks. - Strong experience influencing executive leaders and governance in large or complex organisations. - Proven experience working and supporting diverse client groups. - Excellent relationship management skills with a demonstrated ability to work collaboratively across TWoA. - Strong motivational and empowerment skills. - Strong communication skills.
Key Competencies:	Agile Expertise - Deep understanding of Agile frameworks (e.g., SAFe, Scrum, Kanban, Lean) and their application at enterprise scale within complex transformation environments. - Proven ability to embed agile principles across multiple programmes, building capability and consistency in delivery practices. - Skilled in facilitating programme-level agile ceremonies and guiding teams in adaptive planning and value-driven delivery. Programme Management - Extensive experience leading large-scale, multi-stream transformation programmes with complex interdependencies. - Skilled in strategic roadmapping, portfolio planning, and coordinating delivery sequencing across workstreams. - Applies systems thinking to connect workstream outcomes to overall strategic goals and benefits.

	Leadership and Coaching - Provides visible leadership that inspires, guides, and enables agile teams, senior stakeholders, and governance groups. - Fosters a culture of trust, collaboration, and shared ownership of outcomes. - Builds agile and leadership capability through mentoring, coaching, and modelling adaptive, values-based leadership. Stakeholder Engagement - Exceptional interpersonal and communication skills, with the ability to build influence and credibility across executive, operational, and cultural contexts. - Experienced in managing complex stakeholder environments and facilitating alignment between diverse interests. - Acts as a trusted advisor to governance and leadership, ensuring transparency and confidence in delivery. Adaptability and Resilience - Operates effectively in dynamic, fast-changing environments and is comfortable leading through ambiguity. - Demonstrates composure and clarity under pressure, maintaining focus on outcomes and solutions. - Adapts delivery approaches to evolving organisational needs, using evidence and feedback to guide decisions. Metrics and Benefits-Driven - Highly proficient in using Agile metrics and data to track performance, measure value, and inform decisions. - Skilled in establishing and embedding benefits realisation frameworks that link delivery activity to measurable organisational outcomes. - Ensures transparent, data-informed reporting to governance and leadership.
Āhuatanga Māori	- 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 use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour. - Te Kaupapa Mātua is understood and applied to mahi and

	relationships.
Essential 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.