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:	Project Manager - Future of Learning	
Uepū / Wāhanga / Department:	Strategy & Transformation | Te Pae Tawhiti Transformation	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per Letter of Offer	
Reports to:	Senior Programme Manager	
Māka Pūtea / Salary Grade:	Level 8 - Allied	
Wā Roanga / Tenure:	As per Letter of Offer (Fixed term)	
Key Relationships:	**Internal:**	• Senior Programme Manager and Te Pae Tawhiti Office • Wānanga Futures SME and Principal Advisor, Wānanga Futures • Future of Learning workstream and programme leads • Academic, digital, innovation, change, learning and operational stakeholders • Governance and senior leadership stakeholders
	External:	• External Stakeholders (Contractors • and Suppliers) • Tauira, iwi, hapū and whānau • Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The Future of Learning Project Manager role provides project management and delivery coordination for the Future of Learning-related workstreams within the Te Pae Tawhiti 2030 Strategy. The role converts agreed strategic direction and subject-matter inputs into structured work programmes, plans, schedules, controls and governance reporting. The role maintains visibility of progress, risks, issues and interdependencies; coordinates delivery across educational, digital and innovation workstreams; and provides management with accurate information, delivery assurance and timely escalation to support overall programme progress. The role is accountable for the project management mechanics of the work, while educational, pedagogical and technical content direction, trial design, measures and interpretation remain with relevant subject-matter and workstream leads.

Key Responsibilities	Deliverables / Accountabilities
Project Management and Planning	- Develop, maintain and actively manage end-to-end project plans, schedules, trackers and action logs for the Future of Learning workstreams. - Develop and maintain project briefs, status reports, risk and issue registers, decision logs and other core project artefacts. - Translate strategic intent and subject-matter direction into structured work programmes, schedules and resourcing plans covering trials, capability uplift and delivery model redesign. - Maintain workstream sequencing, dependency mapping and coordinated delivery schedules to inform governance decisions. - Maintain visibility of progress, risks and interdependencies between Future of Learning and wider Te Pae Tawhiti initiatives. - Escalate issues, exceptions and unresolved dependencies to the Senior Programme Manager in a timely manner.
Coordination and Support	- Coordinate delivery cadences, hand-offs, tracking and follow-up across workstreams. - Coordinate academic, digital, change and innovation stakeholders, including meeting cadence, actions and delivery follow-up. - Maintain delivery alignment while relying on Wānanga Futures and relevant leads for subject-matter direction and content decisions. - Support management of interdependencies across educational design and curriculum standards, digital platforms and learning infrastructure, kaiako capability uplift, and innovation pilots and scaling pathways.
Innovation and Testing	- Support development of business cases for scaling successful models, including the business case document, template, review process and approvals pathway. - Plan and sequence delivery to support safe testing, iterative learning and scaling, using criteria provided by subject-matter leads. - Coordinate plans, schedules and progress tracking for trial initiatives, including VR, online programmes and new delivery formats.
Capability Uplift and Adoption	- Coordinate scheduling, cohorts, delivery activity and progress tracking for the capability and skills uplift programme for kaiako and kaimahi.

Key Responsibilities	Deliverables / Accountabilities
	- Develop and maintain adoption plans and track uptake of new delivery models across uepū.
Governance and Reporting	- Compile steering committee updates, portfolio status reports and Te Mana Whakahaere papers using analysis and insights supplied through the workstreams. - Collate inputs into clear, accurate and timely governance reporting. - Maintain reporting templates and ensure consistency of format and quality. - Maintain the reporting cycle and present results relating to tauira experience, access and engagement; measures and interpretation are provided by subject-matter leads.
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	- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions are aligned with Te Wānanga o Aotearoa leaders.

Key Responsibilities	Deliverables / Accountabilities
Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi will follow and work by these guiding principles.	- Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi
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:	- Minimum qualification of Bachelors in business administration, project management, communications or a related field, or equivalent professional experience. - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills:	- Three to five years' experience managing projects, with familiarity in project management tools, templates and reporting processes. - Experience in education delivery, learning design or digital learning environments. - Experience working across technology, business and people change. - Experience supporting pilots and scaling new service or delivery models. - Understanding of online, blended or work-based learning models. - Experience supporting senior leaders through governance reporting, planning and delivery assurance. - Demonstrated ability to manage interdependencies and competing priorities across concurrent workstreams. - Clear, accurate written communication skills, including drafting correspondence, reports and professional documents. - Confident use of Microsoft 365, including SharePoint, Teams, Word, Excel, PowerPoint and Outlook, with the ability to maintain shared workspaces, trackers and filing structures. - Experience supporting communications, engagement or event coordination, including content preparation, logistics and scheduling. - Experience in a kaupapa Māori, bicultural or Māori organisation is desirable, together with a genuine willingness to learn and engage with te ao Māori in the workplace.
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:	**Programme and Project Management**

	- Manages projects and supports programme-level delivery in a transformation or portfolio environment. - Connects individual projects to broader programme outcomes and governance expectations. **Governance and Reporting** - Prepares and quality-checks clear, accurate and decision-ready governance information. - Maintains consistency, format and integrity across programme reporting. **Learning and Delivery Transformation** - Understands how learning design, delivery models and technology intersect. - Translates strategy into practical delivery activity and plans. **Innovation and Experimentation** - Works comfortably in pilot environments with ambiguity and supports a test, learn and scale approach. **Stakeholder Engagement** - Builds effective working relationships across teams and with stakeholders at different levels. - Works confidently alongside senior leaders while maintaining a collaborative, grounded approach. **Organisation and Delivery** - Manages multiple tasks, deadlines and concurrent workstreams with accuracy and attention to detail. - Is proactive, self-directed, reliable and thorough. **System-Oriented and Outcomes-Focused** - Keeps the bigger picture in view without losing grip on delivery detail. - Uses information and simple data to identify issues, support decisions and improve delivery. **Adaptable, Collaborative and Culturally Respectful** - Handles changing priorities and competing demands with composure and contributes with genuine team spirit. - Approaches the kaupapa Māori context of the wānanga with respect and a willingness to engage, learn and contribute authentically.