

Change Manager



Ā mātou mara | Our values

Manawa nui | We reach out and welcome in
Manawa roa | We learn and achieve together
Manawa ora | We strengthen and grow the whole person

Reports to: Director Project Management Office

Team: Project Management Office

Date: January 2022

Tō mātou tirohanga roa | Our vision

He akoranga whaihua – kia waihanga i te ao o āpōpō | Learning with purpose, creating our futures

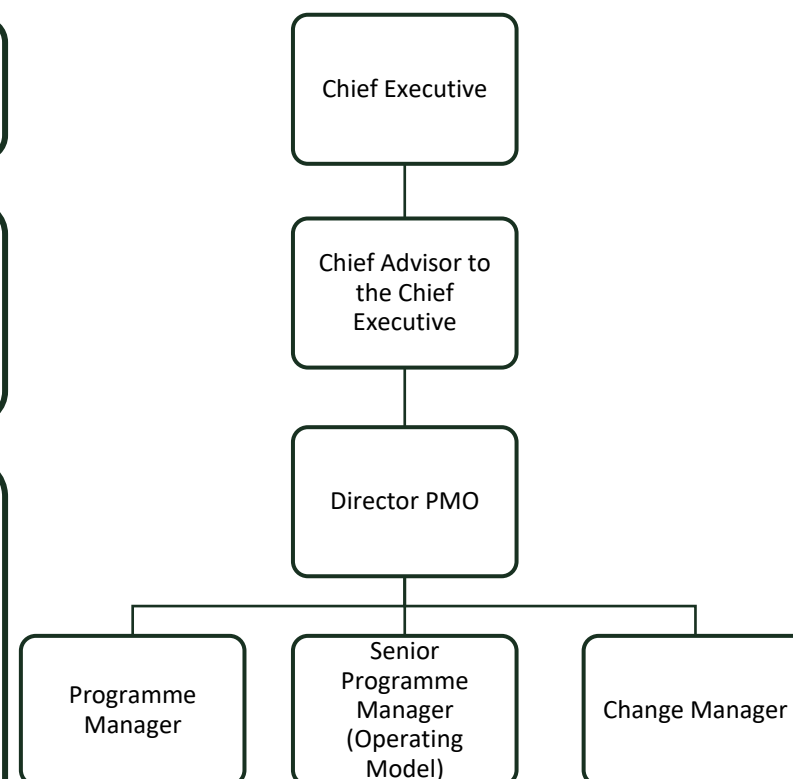
Tō mātou uptake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Ā mātou tino whāinga mātauranga | Our educational priorities

We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.



Kaupapa | Purpose

Reporting to the Director Project Management Office (PMO), the Change Manager will lead change management across the Integrated Work Plan (IWP) and change initiatives. Success in this role would see the Change Manager working closely with the People and Culture Engagement Lead to follow a collaborative and inclusive approach to the implementation of change initiatives for the Te Pūkenga Change Leadership Project, whilst also building capability and resilience for those within the IWP.

Waiaro | Be

Confident at working together with leaders from all levels across Te Pūkenga to deliver successful change leadership, change culture and change capability

Confident at working with Te Tiriti partners to ensure that Te Pūkenga can create culture which is reflective of our commitment to Te Tiriti

A motivating change leader highly capable of collaborating with diverse stakeholder groups to deliver effective and innovative solutions

Proficient at planning and monitoring of change management, culture, and capability.

A confident, values-based leader with a good sense of humour, care and consideration for the resilience and well-being of themselves and others

Able to think strategically, and deliver people focused change and operations

Highly self-motivated and results-focused, with a pragmatic and positive attitude. Happy to work autonomously, confident in ability to deliver high quality

Highly collaborative and welcoming of diversity of thought and contributions from others, especially to provide for equitable opportunities.

Ngā mahi | Do

Works together with the Te Pūkenga Change Managers/Leaders to embed the change leadership methodology. Is the first point of contact for the Integrated Work Plan change programme

Provides the essential change planning and reporting systems and artefacts including risk management

Aligns all activities to Te Pae Tawhiti (Te Tiriti Excellence framework)

Provides leadership and expertise in change initiatives and strategy developments that support the Te Pūkenga network to meet its Te Tiriti obligations

Builds successful change culture across the network and stakeholder groups with fit for purpose change management and capability development

Inspires a commitment to continuous learning and improvement. We are aspirational, so inevitably we will fail sometimes but we aim to do so with humility and resilience recognizing this as part of our commitment to learning and achieving.

Pūkenga | Have

Minimum bachelor's degree in project management, Change Management, or related field.

10-15 years' experience in developing change strategies and delivering complex or large scale end-to-end complex change programmes, transformations and projects including:

- Experience in communicating complex problems into practical segments while simultaneously retaining the ability to stand-back and present the 'bigger picture'
- Strong relationship management skills at all levels of staff and stakeholders / partners, including confidence in facilitating and presenting to Boards, senior leadership, and other groups
- Ability to coach and lead a diverse group of people and organisations at different stages of the change journey
- Building change capability, day-to-day management and coaching of other change professionals

Demonstrated ability to embed change in day-to-day operational reality and realise the benefits from the transition

Sound knowledge and application of various OCM methodologies

Understanding of embedding Te Tiriti best practice principles into change projects including a working relationship with relevant Māori advisory leads.

Strong strategic and analytical skills, and proven application of these to achieve strong performance

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

- Project Management Office
- Project Coordinators and Project Managers (including those within other divisions)
- Programme Managers across Te Pūkenga divisions
- Change Leadership teams throughout the Te Pūkenga network and subsidiaries

External:

- External education providers
- Education representatives and professional bodies

Resource delegations and responsibilities

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: No

Responsible for new employee hire: No

Budget owner: No

Delegated Financial Authority: Nil