

Programme Manager – Role Profile

Purpose

The Programme Manager will support the Learner Journey and Experience leadership team to ensure the management and coordination of the workstream programme. This includes all people and task initiatives that enable deliverables to be achieved on time, to budget and producing the desired results. This person will be our “go-to” on progress updates, reporting, plans and documentation that ensures our leadership team are well informed, coordinated, prepared and delivering to the workstream programme.

Be

- Super organised and project management guru
- Committed to the Reform of Vocational Education and the Charter of Te Pūkenga
- Consciously aligning their and our deliverables to Te Pae Tawhiti (Tiriti Excellence Framework)
- A natural problem solver, able to think laterally and work across the programme supporting the leadership team to meet project deliverables
- Committed to and capable of partnering with diverse key stakeholders in order to deliver exceptional and equitable outcomes
- An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills
- Passionate in the continuous pursuit of enabling ākonga/learners success

Do

- Support the delivery of day-to-day workstream project responsibilities: plan, control, monitor, assess, report, conclude
- Prepare the Project Plan and agree it with the Learner Journey and Experience leadership team and PMO (Project Management Office). Monitor delivery progress against plan and produce regular reports as agreed
- Plan, monitor and manage the project's work and associated workstream programme budget with the Deputy Chief Executive
- Take responsibility for the progress of the workstream activities and use of resources. Initiate corrective action where necessary
- Identify and advise the Learner Journey and Experience leadership team of any issues and risks associated with the workstream programme
- Advise the Learner Journey and Experience leadership team of any deviations from the plan, recommend corrective action, and help prepare any appropriate exception plans
- Liaise on behalf of the Learner Journey and Experience leadership team with other key leaders, staff, stakeholders in coordination of delivery
- Ensure that quality activities relating to the team's work are planned and performed correctly and are within agreed tolerances
- Manage specific issues and risks as directed by the Learner Journey and Experience leadership team

Have

- A strong knowledge and experience base from the Vocational Education sector
- Proven ability to lead significant projects from design to successful delivery
- Experience in or exposure to a range of project and change methodologies (such as Agile, Waterfall, PROSCI)
- Excellent relationship management skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills