

Programme 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 PMO

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

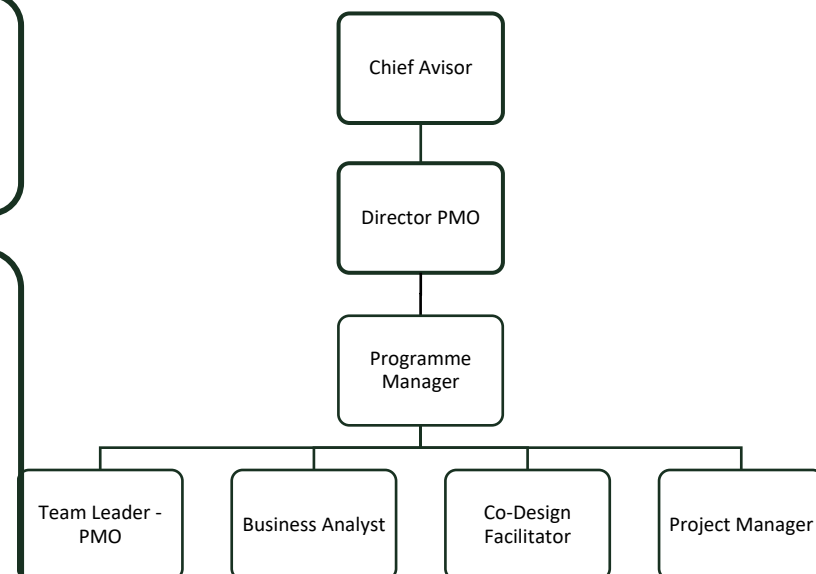
Tō mātou uptake | Our purpose

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.

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

The Programme Manager will lead the Project Management team and provide value through efficient delivery of all programmes/projects that align with the Te Pūkenga strategic plan and performance targets. This includes all people and task initiatives that enable deliverables to be achieved on time, to budget and producing the desired results. Reporting to the Director PMO, 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 change programme.

Waiaro | Be

Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)

A problem solver, able to think laterally and work across the programme supporting the leadership team to meet programme deliverables

Committed to and capable of partnering with diverse key stakeholders to deliver exceptional and equitable outcomes

An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills

Ability to conceptualise and develop models and frameworks to ensure coherent high-level provision and delivery

Accountable for delivering on what is needed and what is expected

Ngā mahi | Do

Lead PMO programmes/projects aligned with Te Pūkenga strategy and charter

Implement stakeholder engagement strategies that improve communications with, and feedback from, business units, the subsidiary network, and other major stakeholders

Manage projects to timeframes and standards specified in project plans and ensure issues and risks are monitored in conjunction with Sponsors and Project Managers

Implement templates and processes for PMO delivery and governance that ensures timely overview and both business and technology informed decision making and direction giving

Oversight, analysis, and advancement of all PMO deliverables

Assist IT project sponsors and managers to develop fit for purpose budgets

Act as an escalation point and proactively support and guide project managers to appropriate outcomes

Ensure governance and leadership are provided with accurate progress updates and risk analysis

Pūkenga | Have

Minimum bachelors degree qualification

10 to 15 years specialized experience, (15-20 years), including:

- project management experience
- demonstrated expertise in building positive working relationships with a diverse range of stakeholders
- applying co-design and bi-cultural frameworks as well as working practice that gives effect to Te Tiriti o Waitangi and works in partnership with Pacific and disabled communities
- setting both strategic and operational work programmes, with a strong understanding of the vocational education sector

Extensive experience in a range of project and change methodologies (e.g. Agile, Waterfall, PROSCI)

Significant experience in managing large complex programme of work across multiple internal and external stakeholders

The ability to operate autonomously across multiple organisations, complex systems and with multiple senior stakeholders

Leading self-reflection and resilience skills as well as highly collaborative, team-approach mindset

Critical thinking, evidence-based approach and a drive for continuous improvement

Experience in a range of project and change methodologies

Extensive experience leading project portfolios in highly complex and dynamic environments.

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

- Project Management Office
- Project Coordinators and Project Managers (including those within other divisions)
- Change Mangers within Te Pūkenga and wider network
- Te Pūkenga network and subsidiaries

External:

- External education providers
- Education representatives and professional bodies

Resource delegations and responsibilities

Number of Direct Reports: 6

Number of Indirect Reports: 2/3

Responsible for contract staff, and/or coaching, training of others: Yes

Responsible for new employee hire: Yes

Budget owner: TBC

Delegated Financial Authority: TBC