

Project 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: Programme Manager
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

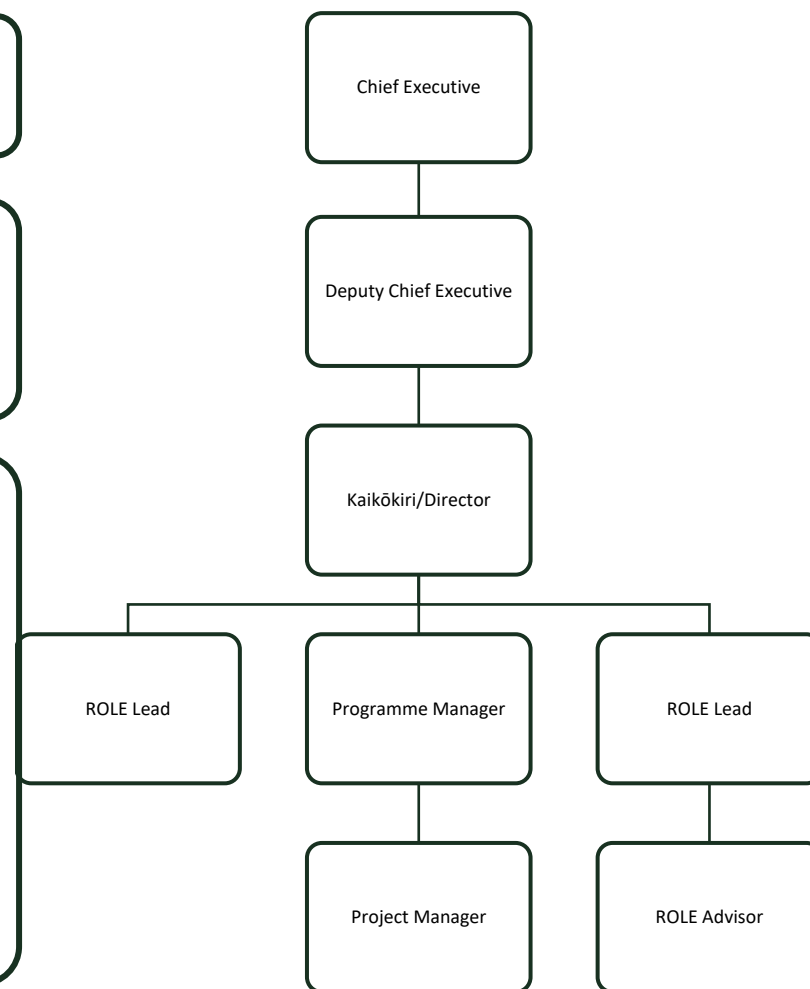
Tō mātou uptake | Our purpose

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

The Project Manager will support the Programme Manager to ensure the management and coordination of the workstream is on time and on budget. Coordinating people and activities to ensure the workstream deliverables are achieved on time and produce the desired results. They are the go-to person for the Programme Manager ensuring everything involving the workstream is planned, reported against, and documented following project management methodology.

Waiaro | Be

Committed to the reform and the Charter of Te Pūkenga

Able to ensure mahi is aligned to Te Pae Tawhiti (Tiriti Excellence Framework)

A natural problem solver, able to think laterally and work across the programme supporting the Project Management Office to meet project deliverables.

Committed to and capable of partnering with Māori, iwi, hapū and engaging with key stakeholders in order to deliver exceptional and equitable outcomes

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

Action oriented and delivery focussed

Model an inclusive, safe, and collaborative style which creates space for diverse perspectives

Able to see the big picture, find the innovations and opportunities, and identify the pragmatic steps to achieve them

A natural collaborator and a confident communicator who can clearly articulate ideas and guide others through the design process

Highly adaptive, self-motivated, a natural problem solver and willing to apply your skills and contribution to a wide range of diverse needs

A confident, values-based team player with a good sense of humour and excellent communication and interpersonal skills

Ngā mahi | Do

Support the delivery of day-to-day workstream project responsibilities: plan, control, monitor, assess, report, conclude

Support in the preparation and delivery of the Project Plan with the Programme Manager and relevant DCE. Monitor delivery progress against plan and produce regular reports as agreed

Plan, monitor and manage the project's work and associated workstream budget

Take responsibility for the progress of the workstream activities and use of resources. Initiate corrective action where necessary.

Identify and advise the Programme Manager and relevant DCE of any issues and risks associated with the workstream delivery plan

Advise the Programme Manager of any deviations from the plan, recommend corrective action, and help to prepare any appropriate exception plans

Liaise with any workstream support roles and other external and internal stakeholders as required

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 Programme Manager

Pūkenga | Have

Degree level qualification in Project Management

5 to 10 years relevant experience including:

- project management experience
- demonstrated experience 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)

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

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

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

External:

- External education providers
- Education representatives and professional bodies

Resource delegations and responsibilities

Number of Direct Reports: 0

Number of Indirect Reports: 0

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

Responsible for new employee hire: Nil

Budget owner: Nil

Delegated Financial Authority: Nil