



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

## Position Description

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<b>Title:</b>	Programme Delivery Manager
<b>Group:</b>	Office of the Chief Executive
<b>Reports to:</b>	Programme Lead, Transport Choices Programme
<b>Band:</b>	19
<b>Date:</b>	September 2022

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### Context

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<b>Our purpose</b>	<b><i>Waka Kotahi. Moving. Together</i></b> A land transport system connecting people, products, and places for the thriving Aotearoa.
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<b>Group and team purpose</b>	<p>The Office of the Chief Executive is responsible for ensuring the Chief Executive, Executive Leadership Team and the Board receives high quality strategic advice and support on key organisational priorities.</p> <p>The Climate Emergency Response Fund (CERF), using proceeds from the Emission Trading Scheme, has been established as an enduring, multi-year funding mechanism, to support Aotearoa New Zealand transition to a low-emissions and climate-resilient economy in a way that protects vulnerable communities.</p> <p>The CERF will help fund the change needed to the transport system, alongside other funding sources, such as the National Land Transport Fund (NLTF) and local government sources.</p>
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<b>Position purpose</b>	<p>The Programme Delivery Manager provides programme-level direction and support in the area of programme planning, scheduling and reporting, financial control, and governance.</p> <p>This role will work closely with the other CERF programmes to lead and support the successful delivery of overall CERF programme by designing, planning and embedding initiatives/processes and improvements to ensure that scope, cost, time and performance targets successfully deliver on Waka Kotahi outcomes and Minister expectations.</p>
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<b>Key relationships</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"><li>• Business Owner and Programme Lead, Transport Choices programme</li><li>• Programme Director, Climate Emergency Response Fund</li><li>• Programme Manager, CERF</li><li>• Other CERF Programme Managers and wider programme teams</li><li>• Strategic Policy, System Planning, Investment, Research and Analytics teams</li><li>• Other Waka Kotahi business groups as required</li></ul>
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**External:**

- Support Programme Business Owner and Lead in external engagements
- Other government agencies
- Local authorities
- Industry experts, vendors, and stakeholders

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**Dimensions****Location:** Wellington or Auckland

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**What the position involves**

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**Accountabilities**

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Facilitate successful delivery of the programme by designing, planning and embedding strategies and improvements to ensure that scope, cost, time and quality performance targets successfully deliver on Waka Kotahi outcomes and Minister expectations.
- Ensure programme level planning and reporting processes are developed and well managed, enabling individual programmes to deliver more efficiently and effectively
- Ensure all planning, reporting, assurance and continuous improvement practices and standards are embedded in the programme to successfully deliver transport outcomes
- Ensure programme performance targets are monitored
- Ensure all Programme Plans are maintained to a high quality and deliver on Waka Kotahi outcomes
- Ensure effective scope management across the programme
- Reporting to CERF Steering Group and Governance Group as required
- Work with CERF PMO and other Programme Delivery Managers leads to ensure input into programme implementation plans at the workstream level to ensure a programme level view of key milestones, outputs, decision-making processes, governance, risk management and monitoring and reporting requirements
- Ensure there is effective financial management of all programme activities including budgeting, cash flow forecasting, fund transfers and documentation
- Ensure that programme risks are identified, managed and mitigated effectively
- Maintain the on-going integrity of the programme through appropriate oversight and assurance processes

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

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**Working effectively with Māori**

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakaponono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

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We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

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## Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

**NGĀKAU AROHA** *Have heart* means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.
- Treat others how we would like to be treated.
- Are inclusive and connected
- Look out for each other

**KOTAHITANGA** *Better together* means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

**KIA MĀĪA** *Be brave* means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

**MAHIA** *Nail it* means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the state sector we also hold ourselves to the highest standards of integrity and conduct.

## SPIRIT OF SERVICE

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

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More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

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## The value you will bring

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### Knowledge and experience:

- Significant experience in managing programmes of work, including multiple projects and business process change components in a complex environment
- Exceptional leadership skills and experience in bringing disparate groups together
- Strong relationship building skills and the ability to relate well, create rapport, build credibility and influence a wide range of stakeholders
- Demonstrated willingness and ability to do (as well as to determine, direct and manage) the work required to deliver the programme
- Significant experience working in the government sector in a complex organisation and proven experience navigating the machinery of government
- Knowledge and experience of sustainable transport solutions, such as climate related programmes Waka Kotahi has led in the sector desirable
- Strong financial and risk management experience, including experience with Crown Funding initiatives within the transport sector highly desirable
- Experience and understanding of the New Zealand government and political environment
- Ability to demonstrate strategic abilities, including leading the development and implementation of significant organisation strategic or change programmes
- Well-developed programme and project management and delivery capability, particularly the delivery of complex multidisciplinary programmes, or projects that are politically sensitive
- Ability to demonstrate a flexible and creative approach to problem solving, good judgement and a proactive, positive “can do” attitude
- Ability to demonstrate leadership and management experience, with capability in providing thought leadership, facilitating discussions and influencing decision-making at a senior level
- Excellent written and oral communication skills, including active listening, effective presentation skills and the ability to write professional reports to a high standard
- Demonstrated capability to perform effectively as part of a wider programme management team

### Qualifications:

- Tertiary qualifications in a relevant discipline or equivalent experience
- Programme / Project Management qualifications

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

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