

PROGRAMME MANAGER

Accountable to:	General Manager Regional Strategy and Sectors
Location:	New Plymouth, Taranaki
Date:	July 2021

1. The Organisation

Te Puna Umanga/Venture Taranaki Trust (VT, or the Trust) is Taranaki’s regional development and promotion agency, encompassing a wide range of activities, spanning local and regional economic development and strategy, enterprise innovation and growth, regional promotion and marketing, sector development, and major event attraction. The Trust is a Council Controlled Organisation of the New Plymouth District Council, is governed by an independent Board of Trustees, and guided by the principles of Te Tiriti o Waitangi.

The long-term impact that we are working towards is a Taranaki economy that supports the well-being of our people and environment, underpinned by resilient enterprises, economies and communities. We do this by:

- Promoting Taranaki as a great place to learn, live, work, play, visit and create
- Providing enterprise support and enablement
- Undertaking research and thought leadership
- Leading sector development
- Promoting investment in Taranaki.

Our work is also guided by Taranaki’s regional strategy, Tapuae Roa/**Taranaki 2050 Roadmap**, for transitioning to a low emissions future.

Working for us

Venture Taranaki is a small, high-performing team widely acknowledged as making a significant difference to the Taranaki region through what we do and how we do it. We encourage ongoing innovation and improvement and have a strong focus on staff engagement and workplace culture. The services and projects we deliver are varied and interesting and we endeavour to expose our team to a range of engaging and challenging work. Venture Taranaki is here to serve Taranaki and working with the Trust will allow you to make a meaningful contribution to the community on a daily basis.

2. The Role

The Programme Manager role is a fixed term position, ending 30 June 2022. The Programme Manager is responsible for facilitation, coordination and measurement of the region’s combined strategy (Taranaki 20590/Tapuae Roa) and associated actions plans, projects and activities.

In addition to the direct report to the GM Regional Strategy and Sectors, the Programme Manager will work closely with the Just Transitions Unit of MBIE and provide secretariat to the regional strategy leadership group, which comprises representatives of the seven pou: Local Government, central government, iwi, business, Workers/union, community and education - Ngā Kaiwhakaterere o Taranaki (NKoT).

The purpose of NKoT is to lead work across the region towards achieving the just transition vision outlined in the Taranaki 2050 Roadmap and Tapuae Roa. This includes supporting the successful implementation of plans and actions that make progress towards that vision.

Team:	Regional Strategy and Sectors
Reports to:	General Regional Strategy and Sectors
Direct reports:	Nil
Indirect reports:	Nil
Operating Budget:	As per VT delegation policies
Delegated authority:	As per VT delegations and policies
Stakeholders – internal:	<ul style="list-style-type: none"> • VT Board of Trustees • VT CEO, all VT functions and employees
Stakeholders – external:	<ul style="list-style-type: none"> • Ngā Kaiwhakaterere o Taranaki (NKoT) • Just Transitions Unit (MBIE) • Taranaki community – education institutions, unions, community groups etc • Taranaki enterprises and sectors • Steering or other lead groups for regional and sector strategies • Taranaki Territorial Local Authorities (TLAs) – NPDC, STDC, SDC and TRC • Industry and business associations and groups

3. Responsibilities

- Advance, co-ordinate, track and measure the implementation and progress of the combined region strategy and actions plans: Taranaki 2050/Tapuae Roa.
- Connect with, and assist (as appropriate), individuals/groups progressing projects and initiatives in the strategy, including those also undertaken by Venture Taranaki;
- Connect with, and assist (as appropriate), the Te Aranga strategy of Ngā Iwi o Taranaki;

- Support Ngā Kaiwhakare o Taranaki with advancing priority themes, objectives and projects identified in the strategy.
- Ensure regular updates and the relational interface is maintained with the Just Transitions Unit of MBIE and other key government departments/units.
- Identify resourcing options to advance strategy initiatives and assist with associated business case development (where appropriate);
- Facilitate workshops and other forums to engage relevant parties in the development, implementation and advancement of actions
- Ensure communications about regional and sector strategies and action plans are regularly occurring, the community is informed, and digital communications are up-to-date.
- Co-ordinate with actions happening across other work programmes in the region (where relevant/pertinent); and
- Monitor and promote progress of implementation of all actions.

Note: These duties may change from time to time to meet operational or other requirements.

4. Skills, Knowledge and Behaviours

VT's core competencies below, outline the skills, knowledge and behaviours that are important to the organisation.

Relationship Management	<ul style="list-style-type: none"> • Builds and maintains positive working relationships with internal and external stakeholders • Works well as part of the immediate and the wider team and is supportive and respectful of other team members • Consults and collaborates with others as appropriate • Represents VT in a professional and diplomatic manner • Demonstrates cultural and political awareness
Planning and Organisation	<ul style="list-style-type: none"> • Demonstrates effective project management skills • Demonstrates effective time management skills • Prioritises competing demands without compromising the quality of work delivered • Plans ahead and completes projects
Communication	<ul style="list-style-type: none"> • Is confident communicating clearly and persuasively to a range of audiences • Employs the most appropriate method/medium of communication to reach the desired audience • Is able to communicate complex ideas and issues in a way that is easy to understand
Problem-solving	<ul style="list-style-type: none"> • Demonstrates a solutions-based approach to overcoming problems in a positive and constructive manner • Analyses relevant information in a rational manner to form evidence-based judgements • Demonstrates creativity and innovation when assessing problems and developing solutions

Strategic Thinking	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the regional, national and international context VT operates within • Understands the strategic goals of VT and what these mean at an operational level • Proactively plans and takes appropriate action to achieve goals • Demonstrates an awareness of the political environment that VT operates within as a public service entity
Innovation and Change	<ul style="list-style-type: none"> • Looks for opportunities to make improvements and add value • Works cooperatively with others to develop innovative solutions • Sees opportunities and responds positively to change • Is open to feedback and seeks out personal opportunities to learn and grow
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Complies with the <i>Health & Safety at Work Act 2015</i> and VT's internal health and safety policies and procedures • Takes reasonable care of own health and safety while at work • Actively contributes to promoting a safe working environment

5. Qualifications, Experience and Personal Attributes

- Understanding and experience with programme management and measurement..
- Strong customer-centric orientation, relationship skills and teamwork
- Experience in supporting collaborative strategies
- Experience in preparing and delivering presentations and reporting to a wide range of audiences
- Experience in successful business case development
- Experience in or knowledge of measuring impact
- High standard of communication skills and ability to relate to people across all levels, enterprise sizes, sectors and business maturity
- Ability to clearly articulate ideas and thoughts verbally, and to make presentations to others
- Solution oriented focus – able to evaluate information, problem solve and offer potential solutions
- Collaborative inclusive approach to work practice
- Knowledge of relevant local, regional, and government approaches and funding
- A tertiary level qualification in a relevant discipline or equivalent experience
- High level of computer literacy