

## Position Description

Role			
<b>Position</b>	Innovation Programme Manager	<b>Reports To</b>	Chief Strategy and Impact Officer (CSIO)
<b>Contract Type</b>	Permanent, full-time	<b>Location</b>	Tāmaki Makaurau, Auckland and remote
About Tū Ātea			
<p>For generations Māori have asserted our rights to radio spectrum, leading to significant milestones in the recognition and promotion of Te Reo Māori. In 2022, the Crown recognised Māori interests in the radio spectrum and agreed to establish Tū Ātea.</p> <p>Although new, this entity has a rich whakapapa that builds upon four decades of mahi accomplished by the Interim Māori Spectrum Commission (IMSC), the Māori Spectrum Working Group (MSWG), Waitangi Tribunal claimant groups and other champions for change.</p> <p>Since its establishment, Tū Ātea has grown in scale and influence including the establishment of Tū Ātea Network Services, the acquisition of Broadtech Limited and JDA Network Specialists. It is overseen by a Board of directors who set the strategic direction and managed by a team of seven employees in Tū Ātea and many more across the group.</p> <p>Tū Ātea represents a critical intersection of technology, culture and social investment, providing substantial benefits to the New Zealand Government and, by extension, to the social and economic wellbeing of all New Zealanders. By aligning its initiatives with key government strategies and legislation, Tū Ātea not only supports national goals but also fosters a more inclusive and resilient economy.</p>			
Innovation Programme Purpose			
<p>The Tū Ātea Innovation Programme creates new routes into invention and entrepreneurship and supports the acceleration of Māori-owned startups, groups and businesses that are tackling innovations that are intelligent and scalable and can be potentially commercialised – and that solve real-world problems. It will do this by creating a practical and highly supported environment that offers a new generation of Māori innovators support to create, test, launch and deploy their innovations.</p> <p>We are building a community. The programme will include cultural support and mentoring and learning approaches such as tuakana-teina, kaupapa Māori, and Mātauranga Māori methods – and parallel ‘western’ industry and academic methods.</p> <p>This role is essential in building and expanding the Māori innovation talent pool and requires a strong person who will integrate tikanga Māori and industry innovation practices to build a substantial Māori innovation portfolio in the telecommunications sector.</p>			
Functional Role			
<p>The Innovation Programme Manager will lead, manage and build out the operational delivery of the innovation programme, overseeing the team and programme initiatives aimed at finding and supporting talented innovators. This role involves managing a small team in its establishment year and maintaining direct engagement with partners and founders to drive successful programme outcomes.</p> <p>The Innovation Programme Manager is responsible for expanding the design, planning, execution, and</p>			

oversight of innovation initiatives designed to find and support Māori innovators and provide pathways to high-value innovations and commercialisation. The role ensures that programme objectives are met, relationships with external partners are managed effectively, and the team is supported to deliver high-quality results. This role requires strong collaboration with partners and founders to ensure the programme's success.

This role will be critical in supporting Māori technology entrepreneurs in creating and developing innovative solutions leading to commercialisation. This Innovation Programme will need to collaborate with others in the sector to produce successful outcomes.

### Relationships

<b>Direct Reports</b>	Estimated 2-5 staff and contractors
<b>Internal</b>	Senior leadership and project teams
<b>External</b>	Partners, funders, innovation organisations, industry and education research institutions, and government agencies.

### Travel Requirements

There may be a requirement to travel from time to time.

Key Accountabilities and Time Allocation	Result Areas
Programme Management (50%)	<ul style="list-style-type: none"> <li>• Drive the strategic and operational direction of the programme, ensuring alignment with organisational goals is achieved across all programme tasks and projects.</li> <li>• Lead the execution of multiple initiatives, ensuring milestones and KPIs are achieved.</li> <li>• Oversee the day-to-day operations of the programme and manage the performance of team members.</li> </ul>
Stakeholder Engagement (20%)	<ul style="list-style-type: none"> <li>• Collaborate with the CSIO to build and maintain strong relationships with external partners, providers, government agencies and other key stakeholders.</li> <li>• Ensuring clear communication and alignment on goals.</li> <li>• Assist with marketing and promotions.</li> <li>• Represent the programme at industry events and promotional activities to raise awareness and attract support.</li> </ul>
Team Management (20%)	<ul style="list-style-type: none"> <li>• Lead and support a team of estimated 2-5 staff, providing mentorship and development opportunities.</li> <li>• Foster a positive, collaborative and productive team environment, ensuring clear delegation of tasks and accountability.</li> <li>• Conduct regular 6-monthly performance reviews and provide feedback to help the team achieve their professional goals.</li> </ul>

Reporting and Resource Management (10%)	<ul style="list-style-type: none"> <li>Track and report on programme metrics, outcomes, and progress to the CSIO and senior leadership.</li> <li>In collaboration with the CSIO, assist to manage the programme budget, ensuring resources are used effectively.</li> <li>Provide insights and recommendations for improving the programme based on data and feedback.</li> </ul>
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### Behavioural Competencies and Core Values

- **Strategic Thinking:** Able to see the big picture and align day-to-day activities with long-term goals.
- **Communication:** Excellent interpersonal written and verbal skills for engaging with partners, providers and the team.
- **Team Leadership:** Demonstrates the ability to inspire, guide, and manage a team to meet objectives.
- **Problem-Solving:** Pragmatic mindset. Proactively identifies challenges and implements solutions to keep the programme on track.
- **Adaptability and Agility:** Thrives in a rapidly changing environment and can manage multiple initiatives simultaneously.
- **Relationship Management:** Highly skilled at building and maintaining strong partnerships with both internal and external stakeholders.
- **Leadership:** Demonstrate, inspire and guide the team to achieve outstanding results.
- **Collaboration:** Work closely with internal teams and external partners to create a positive, impactful programme.
- **Accountability:** Take responsibility for the success of the programme and its outcomes.
- **Innovation:** Continuously seek ways to improve and enhance initiatives.
- **Empowerment:** Foster a supportive environment where the team and participants can grow and succeed.

### Relevant Skills

- High maturity in Te Reo and Tikanga and able to navigate varied cultural environments.
- High maturity in the telecommunications and technology sectors.
- Strong project and programme management skills.
- Excellent leadership and team management abilities.
- Proficient in stakeholder engagement and relationship management.
- Budget management and resource allocation experience.
- Proficiency in data analysis and tools.
- Proficiency in Microsoft Office and programme management tools.
- Strong communication and presentation skills.
- Ability to gather and analyse data and metrics to inform decision-making.
- Experience in working with entrepreneurs, understanding the needs of startup's and the path to commercialisation.

### Qualifications and Experience

- Bachelor's degree in electrical engineering or a related field (e.g. Business, Management, Education, Technology).
- 15+ years of experience in programme management, ideally innovation related.
- Proven experience managing a team.
- Proven experience delivering successful programmes
- Experience working with partners, providers and government agencies in a related sector.
- Experience in a fast-paced startup or similar environment
- Knowledge of the telecommunications industry and ability to self-learn.
- Project management certification (e.g., PMP) or extensive experience

The company reserves the right to amend the job description, in consultation with you, as business needs change. The tasks and responsibilities in this position description are not exhaustive and the incumbent may be required to undertake duties not included in this document which are broadly in line with the above responsibilities/activities.

Employee Signature: ..... Date: .....

#### Metrics

- Achievement of programme targets, including participant interactions, innovation milestones, and commercialisation achievements.
- Team performance in meeting project milestones and deliverables.
- Strength of partnerships with industry, academia and service providers for tangible, high-value benefits.
- Participant and partner satisfaction with the programme.
- Budget adherence and effective resource management.

#### Outcomes

- Successful implementation of initiatives within the telecommunications sector and that are aligned with the organisation's Impact strategy.
- Increasing numbers of participants completing tangible milestones.
- High-performing team delivering on programme goals.
- Strong, collaborative relationships with external partners that bring tangible benefits.
- Continuous improvement in the quality and reach of the programme.