

Position Description

Role			
Position	Workforce Programme Manager	Reports To	Chief Strategy and Impact Officer (CSIO)
Contract Type	Permanent, full-time	Location	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>			
Workforce Programme Purpose			
<p>The Tū Ātea workforce programme will create a pipeline of Māori talent and offer them new routes to skills, qualifications, jobs, businesses and entrepreneurship in the telecommunications sector. It supports the acceleration of Māori into high-value jobs, careers and businesses. It will do this by creating a practical and highly supported environment that offers a new generation of Māori workers everything they need to launch their futures in work and businesses.</p> <p>We are building a community. The programme will include cultural support 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 talent pool and requires a strong leader who will integrate tikanga Māori and industry practices to build a substantial Māori workforce in the telecommunications sector.</p>			
Functional Role			
<p>The Workforce Programme Manager will lead, manage and build out the operational delivery of the workforce programme, overseeing the team and programme initiatives aimed at finding talented (mostly) young Māori and enhancing high-value training and career pathways, qualifications, and job placements. This role involves managing a small team in its establishment year and maintaining direct engagement with partners, vendors, and service providers to drive successful programme outcomes.</p>			

The role is responsible for expanding the design, planning, execution, and oversight of workforce initiatives designed to find and upskill young Māori and others and provide pathways to high-value learning and employment. 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 providers to ensure the programme's success.

Relationships

Internal	Senior leadership and project teams
External	Partners, vendors, service providers, training, industry and education institutions, industry bodies and government agencies
Direct Reports	Estimated 5 staff and contractors

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"> • Drive the strategic and operational direction of the programme, ensuring alignment with organisational goals. • Lead the execution of multiple initiatives, ensuring milestones and KPIs are achieved. • Oversee the day-to-day operations of the programme and manage the performance of team members.
Stakeholder Engagement (20%)	<ul style="list-style-type: none"> • Collaborate with the CSIO to build and maintain strong relationships with external partners, providers, government agencies and other key stakeholders • Ensure clear communication and alignment on goals • Assist with marketing and promotions • Represent the programme at industry events and promotional activities to raise awareness and attract support
Team Management (20%)	<ul style="list-style-type: none"> • Lead and support a team of estimated five support staff, providing mentorship and development opportunities • Foster a positive, collaborative and productive team environment, ensuring clear delegation of tasks and accountability • Conduct regular 6-monthly performance reviews and provide feedback to help the team achieve their professional goals
Reporting and Resource Management (10%)	<ul style="list-style-type: none"> • Track and report on programme metrics, outcomes, and progress to the CSIO and senior leadership • In collaboration with the CSIO, assist to manage the programme budget, ensuring resources are used effectively • Provide insights and recommendations for improving the programme based on data and feedback

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
- **Empowerment:** Foster a supportive environment where the team and participants can grow and succeed
- **Innovation:** Continuously seek ways to improve and enhance initiatives
- **Accountability:** Take responsibility for the success of the programme and its outcomes
- **Collaboration:** Work closely with internal teams and external partners to create a positive, impactful programme

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

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 workforce 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 enrolment, qualification completion, and job placements.
- 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