

JOB PROFILE

Position Title:	Programme Lead, PacificTA Programme
Accountable To:	Chief Executive Officer
Responsible For:	Senior Asset Management Advisor Programme Administrator
Location:	Wellington
Term:	Permanent

Mō tō mātou āhuahanga | About us

Taituarā promotes and supports professional excellence in local government, enabling communities to shape their future. We achieve this by being courageous, curious, and innovative; focused, collaborative, and ethical in everything we do.

Taituarā is an incorporated society established on 1 October 1987. Its purpose is to

- grow the technical and leadership capability of professional managers working in New Zealand local government; and
- provide leadership to, and where appropriate on behalf of, the local government sector.

Taituarā is governed by an Executive committee consisting of a President, two Vice-Presidents, and six member representatives. Taituarā is managed by a Chief Executive who is assisted by several staff to achieve the annual targets and longer-term strategic objectives for the Society and its almost 1,000 members.

Taituarā is dedicated to a journey of developing its confidence and capability in tikanga Māori as part of its commitment to Māori under Te Tiriti o Waitangi. We are actively building a Te Ao Māori perspective and capability into our day-to-day work and practices.

PacificTA: Programme for Technical Assistance to Pacific Island Countries

The Pacific Technical Assistance (PacificTA) programme is an initiative funded by the Ministry of Foreign Affairs and Trade (MFAT) aid programme. The programme facilitates the sharing of New Zealand's knowledge and expertise with Pacific Island authorities to support them in developing and delivering their local government services.

The programme supports Pacific Island countries with bilateral relationships with New Zealand, which include the Cook Islands, Tonga, Niue, Vanuatu, Solomon Islands, Papua New Guinea, Tuvalu, Tokelau, Fiji and Kiribati.

All local government activities undertaken by local authorities in New Zealand are eligible for support through this programme. A Steering Committee, comprising senior representatives from MFAT, Local Government Council representatives, and Taituarā, considers requests for assistance and provides direction to the project office tasked with implementing the programme.

The team responsible for managing and implementing the programme is based in Taituarā and consists of a Programme Lead, a Senior Asset Management Advisor, and a Programme Administrator.

Ā mātou mahi ō mātou mātapono | Purpose of the Position

The Programme Lead is responsible for the overarching strategy to strengthen and grow the reach and influence of PacificTA, as well as managing key relationships with the Steering Committee, which governs the programme. A key focus will be on managing and fostering the relationship with the Ministry of Foreign Affairs and Trade (MFAT), PacificTA's primary funding agency, as well as identifying new opportunities for the programme to grow with associated funding streams.

The Programme Lead acts as a trusted advisor to Pacific partners, liaising with Ministers and elected officials, and advising Chief Executives and senior technical leaders on programme development. The Programme Lead is responsible for managing the programme's budget and overseeing day-to-day operations, as well as implementing the PacificTA work streams, partnerships, and interests. Other responsibilities include supporting the Steering Committee to develop and execute the strategic direction of PacificTA, liaising with and provide support to steering committee members where required, ensuring the fulfilment of funding agreement commitments, relationship management with MFAT, local government and NGO stakeholders, monitoring, reviewing and regularly reporting on activities and leading the preparation for the Steering Committee meetings.

The Programme Lead is the primary point of contact for Pacific Island countries, MFAT, the NZ High Commission, and New Zealand local authorities who are engaged in the programme.

Key Responsibilities

Governance and strategy

- Direct the Steering Committee on the strategic direction of the PacificTA programme and ensure this is reflected in appropriate business and action plans.
- Provide advice and expertise to Steering Committee members as required.
- Act as the key contact between the Steering Committee, MFAT, Taituarā and Pacific Island stakeholders.
- Actively champion the PacificTA programme by promoting its value, encouraging participation, and sharing success stories to strengthen engagement and impact across the local government sector. Champion the PacificTA programme at every opportunity to bring the strategy to life.
- Take responsibility for writing the funding application to the MFAT.

Relationship Management

- Develop and maintain comprehensive networks vital to the success of the PacificTA programme, in particular, with MFAT, Pacific partner countries, including Ministers, elected officials, CEs and senior leaders; and NZ local government elected members, chief executives and officials.
- Build and maintain positive relationships to ensure that the PacificTA programme is successful and has a strong presence across communities.
- Regularly and effectively engage with key PacificTA stakeholders, ensuring that expectations are clearly understood and met by all parties and reports are completed on key partnerships where required.
- Manage the relationship with and performance of local government technical assistance providers and contractors in accordance with Taituarā and PacificTA protocols to support the delivery of programmes to ensure that performance outcomes are achieved within budget and to agreed standards of quality and timeliness.

Stakeholder Engagement

- Develop and implement a comprehensive communications strategy to communicate to Pacific stakeholders the assistance available under the programme, and across the local government sector and key stakeholders to develop support for the programme.
- Proactively develop and maintain a network of contacts relevant to the position, as well as ensuring a register of contact details is current.
- Regularly and effectively engage with key stakeholders, ensuring that expectations are clearly understood and met by all parties and reports are completed on key partnerships where required.
- Regularly engage with Pacific Island partners to seek out opportunities to align their work priorities with the objectives of the PacificTA programme.
- To develop and maintain strong working relationships with key internal and external stakeholders, and to develop relationships with those stakeholders who provide training and development events in the sector.

- Represent and advocate for the PacificTA programme at relevant Taituarā and local government sector forums, events, and conversations to enhance visibility and support the successful implementation of the broader programme strategy.

Programme Management

- Identify and progress initiatives within the programme through a range of delivery mechanisms.
- Monitor and manage the progress, risks and impact of programme interventions.
- Identify suitable suppliers/contractors and subject matter experts and develop terms of reference for technical advisors and contractors.
- Review and assess applications for short-term assistance and make recommendations to the Steering Committee, including the provision of technical assistance, health and safety risks, mitigation options and budget.
- Identifies and effectively manages the health and safety risks in the delivery of the programme to ensure compliance with the requirements of the New Zealand Health and Safety at Work Act (2015).
- Deliver progress reports, including the annual report, and other relevant communications to the Steering Committee, MFAT and other stakeholders as necessary.
- Develop and oversee programme budgets, cash flows, and financial approvals.
- Monitor the financial management and accountability systems for projects, technical assistance providers and contractor payments or grants.
- Manage exit strategies and review/evaluation processes for all programme interventions.

People Leadership

- Be a leader who promotes a strong team culture and good communication.
- Encourage and foster diverse views and opinions for inclusion in all aspects of how the team delivers and works together.
- Provide operational line management to direct reports, ensuring all team members are fully effective in their roles.
- Share expertise and knowledge within your team, build and develop a high-performing and values-based team that is engaged and connected to the bigger picture.
- Provide regular feedback to direct reports, ensuring the team understand and actively work towards achieving their goals.

Health and Well-being

- Take responsibility for all aspects of the programme's health and safety
- Provide regular, detailed H&S reports for leadership, board and steering committee
- Ensure all staff, TAs and everyone involved in the programme are fully informed of H&S requirements and are compliant at all times
- Be aware of hazards and risks for advisors travelling in the Pacific Islands.
- Prepare, monitor, implement and review the PacificTA Health and Safety plan.
- Be aware of the Taituara hazards and risks and proactively meet all standards.

- Comply with all relevant Health and Safety policies.
- Display commitment through actively supporting all health, safety and well-being initiatives.
- Promote, champion, and drive continual improvement in your own health and wellbeing to create a healthy and safe culture.
- Adhere to any travel requirements required in the Pacific Islands.

Taituarā

- Ensure the PacificTA programme is fully integrated into and aligned with Taituarā at all times
- Operate as a leader in Taituarā, which includes:
 - Role modelling desired leadership behaviours
 - Communicating all relevant information to Taituarā staff and leaders
 - Collaborating fully with staff and leaders
 - Aligning activities with Taituarā activities and strategic plan
 - Taking advantage of Taituarā systems, technology, expertise and resources to achieve optimal efficiencies

Person Specification

Requirements of the role

- Demonstrates experience working in and with developing countries and/or vulnerable communities.
- Experience of working with organisations or in the Pacific, ideally in the Pacific or in Aotearoa New Zealand
- Demonstrates relationship management skills with experience operating with senior leaders and elected representatives.
- Able to show in-depth knowledge and understanding of New Zealand local authorities' roles, responsibilities and operations.
- A sophisticated political operator with an in-depth understanding of how governance operates in New Zealand and the Pacific Islands.
- Proven experience developing strategic plans and their implementation as well as managing projects, budgets, and resources.
- Proven experience in building effective cross-cultural relationships.
- Outstanding written and verbal communications skills, especially at board or steering committee level
- Planning, project management and organisational skills.
- Ability to develop and maintain relationships with a wide range of stakeholders and develop partnership relationships on key projects.
- ~~Additionally, The ability to travel within New Zealand and around the Pacific Islands, and~~ **must** hold a current driver's licence ~~is highly desirable.~~
- Thinks creatively and encourages fresh ideas, regularly challenging existing approaches to make sure solutions work well in Pacific countries.

Qualifications.

- Tertiary level qualification in policy development, project management and/or equivalent experience.

Specific Competencies for the role

Strategic skills

- Demonstrates a strong grasp of key trends and issues facing Taituarā, the local government and wider public sector environment and can articulate training and development requirements which will flow from these trends and issues. Is future-oriented.
- Learns quickly when facing new problems and is comfortable handling risk and uncertainty - is willing to experiment and be open to change.

Operating skills

- High propensity to complete and deliver on what is promised and required.
- Understands how organisations work and uses resources effectively.
- Employs excellent planning, project management and other operational skills.

- Is competent in computer skills – word processing, spreadsheets, PowerPoint, etc.
- Excellent analytical skills with demonstrated ability to analyse, interpret and make sound judgements.

Effective communication and relationship management skills

- Strong interpersonal and influencing skills, including the ability to build trusting and effective relationships with a wide range of senior and executive-level stakeholders.
- Engages easily with a wide range of people, respecting diversity and differing needs.
- Listens carefully and develops rapport quickly, demonstrating to others an understanding of what they have said.
- Clear, direct, and diplomatic when communicating, resolving issues without damaging relationships.
- Able to pull together ideas and/or issues into a clear and coherent presentation, either orally or in writing, which are appropriately tailored to the respective client/audience.
- Fosters a sense of teamwork with colleagues/contractors and creates an environment where others strive to do their best.
- Demonstrates a commitment to diversity through language, behaviour, and expectations of others.

Strong leadership and management skills

- Operates as an inspirational leader who engenders trust with their staff and with the programme across multiple stakeholders:
 - Pacific Partners
 - MFAT, including the High Commissions
 - Taituarā staff, leadership and executive committee
 - Steering Committee
 - Aotearoa New Zealand local authorities
 - Other, e.g. NGO's

Personal drive, commitment and integrity

- Constantly strives for better performance and encourages others to do so as well.
- Exercises sound judgement in confronting issues and making timely decisions which are consistent with Taituarā goals and objectives.
- Demonstrates initiative, applies specialist knowledge, energy and drive, and a willingness to tackle new challenges and expand upon specialist knowledge, skills, and experience.
- Is resilient in the face of criticism and setbacks and can adapt to changing conditions to achieve goals and objectives.
- Is truthful in all dealings, delivers on promises, keeps confidences, and admits mistakes.