

JOB PROFILE

Position Title: Programme Lead, PacificTA Programme
Accountable To: Chief Information Officer
Location: Wellington
Term: Permanent

Mo 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 Aotearoa 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 and managed by a Chief Executive, supported by staff who deliver the Society's annual targets and longer-term strategic objectives for 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 New Zealand Ministry of Foreign Affairs and Trade (MFAT) under its International Development Cooperation programme. This programme aims to share local knowledge and expertise with Pacific Island authorities, assisting them in developing and delivering local government services.

PacificTA supports Pacific Island countries that have bilateral relationships with Aotearoa New Zealand. All local government activities carried out by local authorities in Aotearoa New Zealand are eligible for support through this programme. A Steering Committee reviews requests for assistance and provides direction to Taituarā in implementing the programme.

Ā mātou mahi ō mātou mātapono | Purpose of the Position

The Programme Lead is responsible for developing and implementing the overarching strategy for the PacificTA programme, including building relationships, managing operations, team leadership, funding compliance, and work programme delivery. The role strengthens and expands the programme's reach, influence, and impact, while ensuring that delivery is safe, culturally appropriate, financially sound, and aligned with the values and strategic priorities of Taituarā.

The Programme Lead is the primary point of contact for Pacific Island partners, MFAT, New Zealand High Commissions in the Pacific, New Zealand local authorities, and other programme stakeholders. The role also advises Senior Pacific Leaders (may include ministers and elected members), Chief Executives, and senior technical leaders on programme development and opportunities for assistance.

Key Responsibilities

Governance

- Provide advice, context, and expertise to the Steering Committee, Chief Executive, and other senior stakeholders.
- Lead preparation of technical assistance funding applications and support the identification of future funding streams and growth opportunities.
- Ensure PacificTA meets all funding agreement commitments, reporting requirements, and agreed standards of quality, timeliness, and accountability.
- Take guidance from the Steering Committee and translate the agreed strategic direction into business plans, action plans, and programme priorities.
- Take responsibility for the preparation of Steering Committee meetings, including agendas, papers, progress reports, and annual reporting.

Relationship and Stakeholder Management

- Develop and maintain trusted relationships with MFAT, Pacific partner countries, Senior Pacific Leaders (may include ministers and elected officials), Chief Executives, senior technical leaders, New Zealand local authorities, contractors, and other stakeholders.
- Act as the main link between the Steering Committee, MFAT, Taituarā, Pacific Island stakeholders, and technical assistance providers.
- Maintain a current register of key stakeholder contacts and ensure expectations, roles, and commitments are clearly understood by all parties.
- Work with Pacific Island partners to identify priorities and align technical assistance with PacificTA objectives.
- Represent and advocate for PacificTA at relevant Taituarā, local government, and sector forums, events, and discussions.

Programme Management

- Identify, assess, and advance programme initiatives using appropriate delivery mechanisms.
- Review applications for short-term assistance and make recommendations to the Steering Committee, including advice on scope, technical needs, health and safety risks, mitigation, and budgets.
- Proactively seek opportunities to grow the programme's reach
- Identify and co-ordinate technical advisors, subject matter experts, and contractors, to conduct work in the Pacific.
- Manage the performance of technical assistance providers and contractors in accordance with Taituarā and PacificTA protocols.
- Monitor and manage programme progress, risks, impacts, exit strategies, reviews, and evaluations.
- Develop and oversee programme budgets, cash flows, financial approvals, and accountability systems.

- Monitor project, provider, contractor, and grant payments to ensure expenditure is within budget and aligned with agreed requirements.
- Prepare clear and timely reports as required.

People Leadership

- Provide operational management to direct reports and ensure team members are effective, supported, and clear about priorities.
- Provide regular feedback, coaching, and knowledge sharing to develop capability and performance.
- Promote a strong value-led team culture.

Health, Safety and Well-being

- Take overall responsibility for health, safety, and well-being, including risks associated with travel and delivery in Pacific Island contexts.
- Prepare, implement, monitor, and review the Health and Safety Plan and ensure compliance with legislative best practice and relevant Taituarā policies.
- Ensure staff, technical advisors, contractors, and others involved in PacificTA are informed of their health and safety obligations and remain compliant.
- Provide regular health and safety reporting to leadership, the Taituarā Board, and the Steering Committee.
- Promote continuous improvement and actively support a healthy, safe workplace culture.

Taituarā

- Uphold Taituarā values and demonstrate desired leadership behaviours.
- Promote PacificTA by communicating its value, sharing success stories, and encouraging sector participation.
- Ensure that the programme aligns with the strategy of Taituarā
- Communicate relevant information to Taituarā staff and leaders and collaborate effectively across the organisation.

Person Specification

Requirements of the role

- Strong relationship management and stakeholder engagement skills, with the ability to build trusted partnerships across government agencies, local authorities, development partners, and other stakeholders at local and national levels.
- Demonstrated success building effective cross-cultural relationships and working collaboratively across diverse organisations, vulnerable communities and cultures.
- Demonstrated experience leading and developing staff, creating a high-performing team and environment and supporting individual growth and accountability.
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- Sound knowledge of local government in Aotearoa New Zealand, including the roles, responsibilities and operating environment of local authorities, together with an understanding of governance systems across the Pacific.

- Demonstrated ability to foster inclusive, culturally safe and respectful environments, underpinned by strong cultural competence, political awareness and sensitivity when working across diverse communities and stakeholder groups.
- Have a proven track record of developing and implementing strategic plans, as well as managing projects, budgets, and resources effectively.
- Displays outstanding written and verbal communication skills, especially in interactions at the Board and Steering Committee levels.
- Possesses strong planning, project management, and organisational skills.
- Willing and able to travel frequently and at short notice within Aotearoa New Zealand and around the Pacific Islands, holds a valid current driver's license and current passport.
- Thinks creatively and encourages innovative ideas, regularly challenging existing approaches to ensure effective solutions for 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 understanding of key trends and issues facing Taituarā, as well as the local government and wider public sector environment. Can articulate the training and development needs that arise from these trends and issues. Is future-oriented.
- Learns quickly when confronted with new problems and is comfortable handling risk and uncertainty. Willing to experiment and embrace change.

Operating Skills

- Has a strong propensity to fulfil promises and meet requirements.
- Understands how organisations function and utilises resources effectively.
- Possesses excellent planning, project management, and operational skills.
- Confident with standard office technology, online platforms and presentation tools
- Exhibits strong analytical skills with a proven ability to analyse, interpret, and make sound judgments.

Effective Communication and Relationship Management Skills

- Exhibits strong interpersonal and influencing abilities, capable of building trusting and effective relationships with a diverse range of senior and executive-level stakeholders.
- Engages easily with various individuals, respecting diversity and differing needs.
- Develops rapport quickly, demonstrating an understanding of others' perspectives.
- Communicates clearly, directly, and diplomatically, resolving issues without harming relationships.
- Can compile ideas and issues into clear and coherent presentations, both orally and in writing, tailored to the specific audience.
- Fosters teamwork among colleagues and contractors, creating an environment that encourages excellence.

- Demonstrates a commitment to diversity through language, behaviour, and expectations of others.

Strong Leadership and Management Skills

- Functions as an inspirational leader who cultivates trust among staff and with a range of stakeholders.

Personal Drive, Commitment, and Integrity

- Continuously strives for improved performance and motivates others to do the same.
- Exercises sound judgment in addressing issues and making timely decisions that align with the goals and objectives of Taituarā.
- Demonstrates initiative, applies specialist knowledge and energy, and shows a willingness to tackle new challenges while expanding their expertise.
- Remains resilient in the face of criticism and setbacks and adapts to changing conditions to achieve goals and objectives.
- Is honest in all dealings, keeps promises, maintains confidences, and admits mistakes.