

**Programme Lead**

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## About Whaikaha - Ministry of Disabled People

### Our Purpose

Whaikaha - Ministry of Disabled People is underpinned by Aotearoa New Zealand’s commitments under the United Nations Convention on the Rights of Persons with Disabilities along with the United Nations Declaration on the Rights of Indigenous Peoples. In addition, the vision and principles of Enabling Good Lives and Whānau Ora are foundational to how the Ministry does its work.

Whaikaha focuses on listening to and partnering with disabled people, tāngata whaikaha Māori, Pacific disabled people, their families and communities so that their experiences can inform changes to the policies and practices which govern the disability sector. The goal is to enable disabled people and tāngata whaikaha Māori to make their own decisions on the supports that will enable them to live their own good life, enhancing their mana and self-determination.

Whaikaha will provide strong and focused leadership of the disability system across government through:

* Driving better outcomes for all disabled people
* Leading and coordinating cross-government strategic disability policy
* Working to deliver and transform disability support services, and;
* Progressing work on the broader transformation of the wider disability system

### Accessibility

We believe in a diverse and inclusive Ministry which reflects the communities that we serve. We care about the wellbeing and success of our people and provide a supportive and inclusive working environment where people can thrive and be who they are. We are committed to understanding and making available reasonable accommodations and accessibility for our people.

### Te Tiriti o Waitangi

We have a firm commitment to Te Tiriti o Waitangi, which means we are committed to giving effect to Te Tiriti through building kāwanatanga, rangatiratanga and ōritetanga. Whaikaha works to partner with and give effect to the voice of Māori, tāngata whaikaha me o rātou whānau. Whaikaha works to support tāngata whaikaha Māori, whānau, hapū, Iwi and communities to enable their good life and aspirations.

## Your place in Whaikaha

The Programme Lead reports to the Deputy Chief Executive.

## About the role

The Programme Lead is responsible for leading the design, development, and implementation of the projects that will make up the programmes.

This will require projects to be scoped, resourced and sequenced correctly. The Programme Lead will follow Whaikaha PMO systems, processes and templates, working collaboratively across the business to meet Whaikaha strategic outcomes and the programmes milestones and deliverables.

##

## How you will contribute

**Programme Design**

* Lead the initiation, scoping, design, delivery and reporting. This involves working with and influencing stakeholders and kaimahi across Whaikaha.
* Provide thought leadership to the project design processes and strategically plan milestone delivery.
* Lead the development of key partnerships and relationships with the disability community and other stakeholders.
* Influence government agencies.
* Maintain overall responsibility for the development of the programme strategy, delivery and all programme matters. Establish and keep track of a clear plan for the programme delivery, measurement and reporting.
* Provide thought leadership and advice to inform future direction and decision making for the programme or future projects.
* Maintain up to date knowledge of the disability sector and understand the issues affecting disabled people.

**Lead the Whaikaha Programme**

* Lead the scoping, sizing and sequencing of projects within the programme. Managing scheduling, budget, scope and resources.
* Lead the design and delivery of the programme. Business case development may be necessary and robust data analysis should drive the planning, delivery and measurement of programme outcomes.
* Maintain oversight and high level view of the programme and its context within Whaikaha, including relationship with other programmes.
* Lead the Project/Programme team/s to be high performing and cohesive.
* Develop how the programme will inform ‘business as usual’ outcomes at the close of the programme. This could include a change management plan.
* Provide accurate and robust advice, analysis and reporting throughout the lifecycle of the programme, including risk and issue identification and mitigations.
* Educate leaders and kaimahi proactively.

**Strategic Leadership**

* Contribute thought leadership to the programme, Whaikaha leadership and governance groups.
* Work across government agencies to ensure strong and appropriate linkages with and between projects, programmes, implementation, planning, funding and monitoring.
* Ensure all work reflects the responsibilities of Whaikaha to the priority of equity and meeting Te Tiriti o Waitangi obligations.
* Ensure all work reflects the Whaikaha purpose through its work programme, ensuring the needs of disabled people and tāngata whaikaha Māori are at the forefront considered across all workstreams.
* Represent Whaikaha in external forums and meetings where appropriate.

**Relationship Management**

* Build and maintain collaborative and positive relationships across Whaikaha and government agencies.
* Build and maintain collaborative, productive and positive relationships with the programme/project team/s.
* Participate in the PMO community of practice.
* Build and maintain collaborative and positive relationships with the programme’s Senior Responsible Officer (SRO) and business owner, ensuring solutions are fit for purpose and meet Whaikaha strategic direction.
* Establish and maintain sound working relationships with key contacts at relevant government departments and agencies, the disability community, non-government organisations, interest groups and other key stakeholders.
* Work proactively with partners in ways that are most likely to deliver tangible benefits for disabled people and tāngata whaikaha Māori.
* Recognise and value the voice of the disability community. Work collaboratively with community groups, disabled people, tāngata whaikaha Māori, whānau and providers reflecting their concerns and aspirations.
* Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori and improves outcomes and equity and reflects our Te Tiriti o Waitangi obligations.

**Risk Management**

* Identify any organisational or project risks and act and or seek support to minimise their impact.
* Keep your manager informed of any risk issues that may impact on the success of Whaikaha.
* Engage with the PMO and Whaikaha organisational risk matrix.

**Embedding accessibility**

* Embed a culture of genuine accessibility within teams where people work actively to identify and remove barriers and recognise individual strengths and needs.

**Embedding te ao Māori**

* Embed Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at Whaikaha.
* Continuously build more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

**Contribute to our team - Whaikaha team player**

* Champion and contribute to a safe, respectful and accessible workplace culture. Embrace your role as a good Whaikaha team player by showing genuine care for each other, our mahi and the disabled community we serve.
* Take personal responsibility for the wellbeing, health and safety of yourself and others. Follow safe working practices, report all incidents, hazards, and near misses, and familiarise yourself with how to respond in case of an emergency.
* Stay informed about emergency management and business continuity plans relevant to your business unit and team. Understanding these plans will help you respond appropriately in critical situations.
* Familiarise yourself and comply with all Whaikaha policies, procedures, and guidelines.
* Perform other duties as may be reasonably required from time to time.

## What you will bring

We are committed to building and maintaining a diverse, inclusive and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list.

We value the unique skills, strengths, perspectives and experiences that a diverse range of people may bring and will work with our people to make any reasonable accommodations needed to ensure they have a work arrangement suited to their specific needs.

To undertake this role successfully the incumbent will:

* Be a disabled person, or have lived experience whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.
* Has the ability to work in a tripartite relationship with disabled people and tāngata whaikaha Māori.

**Qualifications, experience and knowledge**

* Relevant tertiary qualification and or equivalent experience.
* Significant broad experience across programme management within large or complex environments.
* Proven experience leading the design and implementation of projects.
* Proven experience to initiate strategic approaches and lead practical responses that work in a variety of environments.
* Can influence leaders and peers in government agencies around specific initiatives.
* Strong knowledge and understanding of human centred design methodology and practices.
* Knowledge and understanding of the disability sector.
* Experience providing strategic or operational advice to leaders.
* Demonstrated ability using appropriate interpersonal styles and communication methods to influence and build constructive and effective relationships.
* Understanding of Te Tiriti o Waitangi.

##

## Who you will be working with

### Internal

* Business Group
* PMO
* Group and team managers
* Whaikaha kaimahi

### External

* Disabled people and tāngata whaikaha Māori
* Disability community
* Te Kawa Mataaho - Public Service Commission
* Other government agencies

## Delegations

The following delegations apply to this position:

* People and Culture – N/A
* Financial – N/A

## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

**Position Description** **Updated:** June 2024