

# Planning and Performance Adviser

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## Kaupapa | Purpose

This role supports the effective delivery of strategic and operational planning processes across Wintec. The Planning and Performance Enablement Adviser plays a key role in enabling business units to align planning activity with institutional strategy, strengthen planning and reporting capability, and contribute to continuous performance improvement. The Adviser also helps maintain and evolve the tools, systems, and practices that support insight-driven decision-making and planning maturity across the organisation.

This role partners across the organisation to maintain quality planning and product management processes, develop clear templates and systems, and support data-informed decision-making.

With an eye for detail and a collaborative approach, the Advisor helps teams connect their work to institutional goals and ensures planning information flows smoothly through the organisation.

The role contributes to a culture of continuous improvement, consistency, and performance insight that enables our people to do their best mahi in support of ākongā success.

**Reports to:** Strategic Investment & Product Planning Manager

**Team:** Strategy, Performance and Enterprise

**Remuneration:** \$67,800 - \$84,700 – IEA Band 4

**Date:** December 2025

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## Ngā mahi | Do

### Planning & Performance Enablement

- Support the coordination of annual operational planning cycles across academic and corporate functions.

- Provide planning advice, templates, and guidance to ensure that planning activity aligns with institutional strategy and priorities.
- Assist the Strategic Investment & Product Planning Manager and Institutional Quality Manager to identify and support the resolution of delivery gaps or risks.
- Help track and report on organisational planning activity and progress against strategic initiatives and KPI's.
- Assist with the integration of strategic objectives into business unit plans and identify opportunities for alignment across the organisation.
- Support the development and maintenance of planning calendars, milestone tracking, and reporting schedules.
- Support the Investment processes via maintaining the supporting systems and templates.
- Support stakeholders to complete proposal and business case documentation to a high standard.
- Work collaboratively with a range of internal stakeholders to assist with capability development and cross-functional ways of working.

### **Tools, Systems & Continuous Improvement**

- Maintain and improve planning tools within platforms like SharePoint, Cascade, and other Wintec systems.
- Support the adoption of risk tools within platforms like SharePoint, Cascade, and other Wintec systems.
- Support internal teams with product approval processes
- Develop and maintain templates, process guides, and planning resources to support quality and consistency across the organisation.
- Support onboarding and capability building for new leaders and kaimahi engaging with strategic or operational planning processes.
- Contribute to the continuous improvement of planning processes through feedback loops, process reviews, and implementation of best practices.
- Support the embedding of Mātauranga Māori perspectives that demonstrate Wintec's commitment to uphold Te Tiriti o Waitangi principles in planning processes and engagement with kaimahi.

- Help document and share lessons learned from previous planning cycles and improvement initiatives.

#### **Demonstrate commitment to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

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## **Pūkenga | Have**

- Strategic and operational planning experience in large, complex organisations (preferably tertiary, public sector, or Crown entities).
- Strong working knowledge of planning frameworks, reporting cycles, and performance management.
- Experience in Product approval processes would be desirable, specifically the development of business processes, templates and frameworks.
- Experience with enterprise planning tools (e.g., Cascade, SharePoint, Power BI, Microsoft 365 suite).
- Excellent written and verbal communication skills, especially in translating strategy into accessible tools.
- Demonstrated ability to build planning capability in others (e.g., onboarding, training, coaching).
- Skilled in continuous improvement, feedback loop design, and process refinement

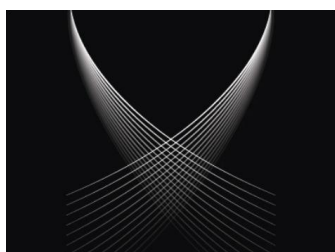
- Understanding of the role of risk management in institutional planning and strategy execution.
- Ability to apply Te Tiriti principles and embed Mātauranga Māori in institutional planning.

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## Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

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## Ngā Hononga Mahi | Working relationships

### Internal:

Executive Leadership Team

Academic and Operational Leaders

Finance, Digital, Strategy Performance and Enterprise, People & Culture, Māori Achievement Unit

Product Teams and Programme Developers

**External:**

Cascade

Sector network

Employers and industry groups

Government and regulatory stakeholders

**Resource delegations and responsibilities:**

**Financial:** Nil

**People:** Nil