

Enterprise Planning & Project Manager

Ko Ngā Kaupapa | Purpose

- Responsible for collating, delivering and reporting on Investment Plan/formal agreement with TEC
- Responsible for the strategic and business planning function of the institution.
- Facilitate, monitor and report on annual business planning implementation.
- Report on progress against plans, coordinate organisational reporting
- Ensure organisational performance and planning documents and reports in a timely and efficient manner.
- Provide advice to the Executive Director Strategy, Performance and Enterprise on strategic and business planning.
- Provide Project Management over Strategy, Performance & Enterprise Projects
- Identify, understand and translate relevant policy settings, sector data and trends to inform organisational planning at all levels.
- Effective communicator, a Champion organisation-wide knowledge sharing, so that the organisation's know-how, information and experience is shared inside and (as appropriate) outside the organisation with clients, partners, and stakeholders.
- Promote change by providing Wintec's Directors and Executive team with current and accurate internal and external information - particularly the potential impacts of relevant policy changes on Wintec - to support strategic decision making.

Reports to: Executive Director Strategy, Performance and Enterprise

Team: Wintec | Te Pūkenga

Remuneration: Band 7 - \$101,400 – \$133,000

Date: August 2024

Ko Ngā mahi | Do

- Develop and manage financial (in collaboration with Finance and the strategic Finance Analyst) and non-financial (in collaboration with relevant internal stakeholders) information reporting to Executive Director Strategy, Performance & Enterprise.
- Management of effective KPI reporting systems, monthly reports and quarterly reports to Senior leadership, Executive leadership and or any relevant councils and committees as directed.
- In collaboration with the Strategy Performance and Enterprise leadership prepare reports for internal and external stakeholders.
- Develop reporting and information sharing/performance systems that align the organisation to strategic objectives.
- Develop and provide specialist reports and analysis to Executive Director Strategy, Performance & Enterprise as required.
- Provide highly effective project management on Senior Leadership and Executive Leadership strategic priority projects in collaboration with internal and external stakeholders.
- Build collaborative relationships with internal and external stakeholders and any other relevant government organisations, and stakeholders (as required).
- Identify professional development needs and ensure individual staff development plans are aligned with business group and organisational strategy.
- Provide effective monitoring of organisational performance and reporting.
- Identify areas of improvement for knowledge sharing and reporting within Wintec.
- Provide effective communication and problem-solving skills.
- Ensure the effective management of service standards and service level agreements.
- Ensure the development and implementation of robust policies and processes within the areas of responsibility.
- Collate and manage Wintec's annual funding agreement in conjunction with the Strategy, Performance and Enterprise Leadership team.
- Ensure Annual funding agreement is approved by Wintec Executive as well as any other relevant internal and external stakeholders. Ensure that the annual funding agreement is submitted to Tertiary Education Commission within the required timeframe.

- Draft responses to Tertiary Education Commission are provided to Executive Director Strategy, Performance & Enterprise as applicable in response to queries related to profile and funding approvals.
- Manage contractual obligations - providing reports and feedback as agreed.
- Provide reliable primary contact point for Tertiary Education Commission.
- Manage the development of, and decisions around the SSP (i.e. Annual Report)
- Provide timely advice on national and local strategic developments and the implications for Wintec.
- Provide appropriate and timely advice and work with Executive Director Strategy, Performance and Enterprise on possible initiatives for Wintec so as to raise the organisation's ability to meet Tertiary Education Commission, and regional community needs.
- Develop and lead agreed initiatives through to the point that these are able to be handed over to other Wintec staff to develop further.
- Policy changes are monitored and the "so what" analysis provided in collaboration with Strategy Performance and Enterprise leadership.
- Lead the annual planning process and ensure alignment of business group plans with Wintec's strategic priorities.
- Be responsible for ensuring all planning documents are developed in accordance with all internal and external body requirements within agreed timelines.
- Develop and collate documents and strategic intelligence information to assist business units with the planning process and Executive Leadership Team with strategic visioning.
- Ensure all documents are developed to meet the requirements of the Tertiary Education Commission, Ministry of Education and other relevant monitoring bodies.
- Ensure all staff have sufficient information and training to complete the annual strategic business planning process.
- Develop comprehensive project plans outlining objectives, deliverables, timelines, and resources.
- Establish project schedules and ensure all milestones and deadlines are met.
- Identify potential risks and create contingency plans to mitigate them.
- Allocate and manage resources effectively, including personnel, budgets, and equipment.

- Support project teams to identify and where necessary deliver training to staff.
- Monitor budget adherence and optimise resource utilisation to avoid overages.
- Help inform stakeholder communication and lead strategic partnership coordination
- Act as the primary point of contact between the project team, stakeholders, and external partners.
- Facilitate regular status meetings and provide updates on project progress.
- Gather and incorporate feedback from stakeholders to ensure the project meets their needs and expectations.
- Ensure that all project deliverables meet the institution's quality standards and regulatory requirements.
- Conduct regular quality reviews and audits to maintain high standards.
- Implement and monitor compliance with educational policies, procedures, and best practices.
- Identify, assess, and manage risks throughout the project lifecycle. Develop risk mitigation strategies and contingency plans to address potential issues.
- Health and safety management accountabilities are understood and applied. Individual and staff H&S outcome and objectives are reviewed at least annually.
- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.
- Significant hazards are eliminated, isolated and/or risk minimised. Staff in the area of responsibility are involved in the hazard management process.
- Relevant H&S training is identified and completed for key staff and those with specific job/training requirements.
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.
- Observes Wintec's mission, strategies, priorities and values in all activities.
- Follows all Wintec policies and procedures and legislative obligations.
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO).

- Demonstrates an understanding of and commitment to Wintec’s mission, strategies, priorities and values.
- Promotes equity and diversity in the workplace; builds mutual trust; and treats staff equitably, transparently, fairly and in a culturally appropriate manner.
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.
- Performs other duties as may be reasonably required from time to time

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.

Pūkenga | Have

- Relevant Tertiary qualification, minimum Bachelor degree in Business/Strategy or related area or relevant experience
- Minimum 5years in planning management role or similar
- Extensive knowledge of the New Zealand tertiary education system, the TEC funding mechanisms and reporting frameworks
- Experience in establishing effective partnerships within and outside the organisation

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Wintec | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal: Academic Staff, Administration Staff, Dean of Faculty, Department Managers, Directors, Heads of School/Centre Directors and Team Managers/Team Leaders/Coordinators

External: Mana Whenua, Hapū, Iwi and Māori, Business / Industry / Community, Employers and employer groups and Government agencies, ITOs, Students, Unions and SAWIT

Resource delegations and responsibilities:

Financial: Nil

People: Nil