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# Programme Manager

Adapted in 2023 by Accessible Formats Service, Blind  
Low Vision NZ, Auckland

**TN:** Logo at the top of the page is: Whaikaha Ministry of  
Disabled People.

# Programme Manager

- Join a flexible and inclusive organisation
- Auckland, Wellington, Christchurch, or Dunedin locations
- Meaningful mahi that has a positive impact

Join us as a Programme Manager and help us deliver improved outcomes for disabled people, tāngata Whaikaha Māori and their whānau.

## Ko wai mātou | About Us

Whaikaha—Ministry of Disabled People has a unique mandate of having responsibility to steward change across Government, while commissioning disability support services; as well as transforming how these services are commissioned and delivered.

Disabled people expect to have greater choice and control over the supports and services they receive to lead their best life. We are committed to this by strengthening relationships and working in partnership with disabled people, tāngata whaikaha Māori, Pacific disabled people and their whānau.

Whaikaha presents an exciting opportunity to make a real difference. The call for "Nothing about us, without us" is an integral part of our operation.

# **Mō tēnei tūranga mahi | About the Role**

As the Senior Project Coordinator, you will provide administration support to implement and operationalise key projects within the System Design Team, Commissioning, Design and Delivery Group.

You will be hands-on working to scope, plan and provide support through the project lifecycle alongside our Operational teams. This includes supporting our Operational teams to coordinate, monitor and complete the developmental work required to successfully improve systems in partnership with the disability community and service providers.

Alternate formats of this advertisement and PD's can be found here [www.whaikaha.govt.nz/prog-4](http://www.whaikaha.govt.nz/prog-4)

## **Koe wai koe | About you:**

You will be an experienced Programme Manager with a sound understanding of programme management methods including planning, monitoring and controlling programmes or work.

Your strong relationship management skills will ensure you are comfortable working in complex environments and building relationships with a wide range of internal and external stakeholders.

You will have experience designing, driving and delivering work programmes and project planning to ensure work is delivered on time and within budget.

To undertake this role successfully, you will be a disabled person or be able to quickly establish credibility and trust with the disability community, as well as having empathy and an understanding of the unique and diverse experiences of disabled people.

## **Mō Te Tono, Mō Te Tirotiro Tātai Tūranga | Apply or View the Position Description:**

[www.whaikaha.govt.nz/prog-4](http://www.whaikaha.govt.nz/prog-4)

### **Salary range:**

\$113,999–\$168,999

### **Tono Mai | We encourage you to apply:**

Joining Whaikaha means being part of a whānau that celebrates the diversity each individual brings. Currently, just over 40% of our people identify as disabled people and we want this number to grow. 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 really are. We are

committed to the application of Te Tiriti o Waitangi in all levels of our work.

## **Me He Pātai Anō | Further Enquiries:**

We encourage you to talk to us about any support you need. We want you to present this information in a way that plays to your strengths. For example, you may prefer to use video instead of a traditional CV and cover letter. You might want whānau or a friend to tell us about you or use social media or a PowerPoint presentation. Let's kōrero about what you need to feel supported in your application.

Contact us about the best way for you to apply by emailing us at: [PeopleandCulture@whaikaha.govt.nz](mailto:PeopleandCulture@whaikaha.govt.nz).

## **Te Tono | Application:**

If you work for Whaikaha already—please apply through the myHR portal. You can do this by clicking the **"Apply"** button to complete the online application form and upload your CV and cover letter. This will ensure that your employee profile is visible as an internal candidate.

# **Ka Kati Ngā Tono | Applications**

## **Close:**

Wednesday 29 November 2023

Whaikaha has adopted the Ministry of Social Development's (host agency) COVID-19 vaccination policy. This policy applies to all Whaikaha employees and encourages, but does not require, employees to be fully vaccinated for COVID-19 and its variants, unless the role is identified as requiring vaccination at the time.

**End of Programme Manager**