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# Programme Manager Operations

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 Operations

- Help deliver improved outcomes for disabled people, tāngata Whaikaha Māori and their whānau
- Join a flexible and inclusive organisation
- Flexible location—work from one of our offices across the country

Join us as a Programme Manager and help support our meaningful mahi that has an impact on the lives of others in your community.

## 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 Programme Manager you will lead and support service development activity and continuous improvement for projects within our Operations team.

You will work with Portfolio Managers to scope, plan, and provide support through the programme lifecycle. This includes supporting Team Managers and Portfolio Managers to coordinate, monitor and complete developmental work required to improve services in partnership with the disability community and providers.

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

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

You will be an experienced programme or project manager who has previously worked in a multi-programme environment. You will have worked collaboratively across your organisation and maintained strong relationships across different workstreams.

Your advanced knowledge of programme and project management methods will include techniques for planning, reporting, monitoring, and controlling programmes. You will also have experience using a range of programme, project, and change methodologies such as Agile and Waterfall.

You will be a critical thinker and use sound judgement to provide strategic advice. You will have demonstrated excellence at planning and organising work and resources over a programme of work to meet negotiated timeframes. To undertake this role successfully, you will be a disabled person or be able to 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 Tiro tiro Tātai Tūranga | Apply or View the Position Description:**

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

### **Salary range:**

\$117,419-\$174,069

### **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:**

Tuesday 13 February 2024.

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 Operations**