

Position Description

Te whakaturanga ō mahi

Team Name	Infrastructure and Investment Group – Project Delivery		
Role Title	District Delivery Programme Manager		
Reports to	Regional Lead – Te Waipounamu		
Date	26 November 2024	Salary Band	
Location	Te Waipounamu	Department	Infrastructure and Investment
Direct Reports	Yes – up to 10 direct reports	Total FTE	1
Budget size	Opex	\$1m	Capex
			\$100m
Delegated Authority	HR	Yes	Finance
			Yes

About us

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Te Mauri o Rongo – The New Zealand Health Charter

In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

Wairuatanga	The ability to work with heart	<i>“When we come to work, we are able and supported by others to be our whole selves. When we return home, we are fulfilled”.</i>
Rangatiratanga	Ensuring that the health system has leaders at all levels who are here to serve	<i>“As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all”</i>
Whanaungatanga	We are a team, and together a team of teams	<i>Regardless of our role, we work together for a common purpose. We look out for each other and keep each other</i>

		<i>safe. Together we are whānaunga, we are the workforce - kaimahi hauora"</i>
Te Korowai Manaaki	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

Our Team Accountability

As a member of the **Infrastructure and Investment Group (IIG) – Project Delivery Team** this role has shared accountability for:

Expected Outcomes / Activities – Team Specific

- **Engaging** with stakeholders to build trust, common understanding and ownership.
- **Displaying** an understanding of, and alignment to our team’s purpose, vision, values and strategy.
- **Building** capability in the team around robust, consistent project management processes.
- **Knowing** you and your teams’ roles, accountabilities and responsibilities.
- **Maintaining** communication across the team and all stakeholders, to the effect that everyone remains aligned with and informed about our plans, priority and progress.
- **Creating** a work environment in which people take pride in their work and work together to provide excellence in customer service.
- **Developing and communicating** prioritised work plans that align with the organisational strategies and goal.
- **Growing** your team capabilities to deliver quality services.
- **Ensuring** that all projects deliver equity in health outcomes.
- **Contributing** to the Wellbeing, Health and Safety of the team.

My Role Responsibilities

POSITION STATEMENT: The **District Delivery Programme Manager IIG** leads and manages programmes and project teams using professional programme / project methodologies to deliver successful infrastructure outcomes within Canterbury, South Canterbury and West Coast. They ensure alignment with organisational strategy and goals, and comply with relevant policies, frameworks and processes. They partner positively across our organisation and communities to ensure equity, equality and sustainability of programme, project and associated service delivery across the health system.

They guide the selection, prioritisation and termination of programmes and projects. They are accountable for establishing and managing the delivery of programmes and projects and directing, mentoring and coaching the project / programme managers in Health Delivery.

They are the gateway for incoming work, and accountable for its delivery within approved budget and timeline in accordance with the strategic and capital plan. Through their PMO, they ensure it has been appropriately evaluated, specified and has sponsorship for onboarding.

The role is accountable for identifying and acquiring resources, oversight of risk and quality control throughout the programme / project(s) duration accountable to the IIG Regional Leadership Team, ensuring smooth transition, procurement of services, delivery and realisation of benefits throughout the programme.

Key Outcomes Area	Expected Activities / Performance Indicators – Position Specific
	<ul style="list-style-type: none"> – Ensuring the principles of Te Tiriti o Waitangi and Pae Ora health, the Māori Health strategy are fundamental at all levels of the programmes and projects delivery.
	<ul style="list-style-type: none"> – Working with Ngāi Tahu to give effect to tribal rangatiratanga as per the Ngāi Tahu Claims Settlement Act 1998.
	<ul style="list-style-type: none"> – Modelling and inspiring others to live out the organisation values and key behaviours and ensuring there is attention dedicated to developing the Organisation’s culture aligned to these.
	<ul style="list-style-type: none"> – Ensuring appropriate programme and project management strategy, framework and processes are in place to enable organisation-wide programme, project and associated service delivery on budget and on-time.
	<ul style="list-style-type: none"> – Having an acute understanding of construction legislation and statutory requirements.
	<ul style="list-style-type: none"> – Establishing and maintaining high level relationships with senior and executive stakeholders and governance groups to ensure ongoing sponsorship and support, direction, expectations of equity, equality and sustainability of programme and project delivery across the Health System.
	<ul style="list-style-type: none"> – Ensuring project / programme plans are developed, including objectives, technologies, schedules, funding, value engineering and resource requirements and aligning to set Key Performance Measures.
	<ul style="list-style-type: none"> – Management oversight and assurance of project / programme delivery and health planning services, their deliverables, costs, associated actions, responsibilities and timelines to complete them.
	<ul style="list-style-type: none"> – Ensuring management of services, rules of procurement, vendors, contracts, contractor management and reporting on project outcomes during the programme(s) is appropriate.
	<ul style="list-style-type: none"> – Ensuring that the programmes and organisational dependencies are managed via cross function communication.
	<ul style="list-style-type: none"> – Reporting and supporting escalation as required. Reporting to internal and / or external governance bodies.
	<ul style="list-style-type: none"> – Managing the performance of the team delivering a high performance team culture.
	<ul style="list-style-type: none"> – Enabling the review and realisation of benefits.
	<ul style="list-style-type: none"> – Ensuring that relevant organisational policies, frameworks and processes are adhered to.
OTHER	<ul style="list-style-type: none"> - Performing other duties considered to be within the scope of this role as agreed by you and your manager.

To be effective and succeed in this role it is expected the person will have proven capabilities against the **Leading Leaders** leadership focus. A person with this leadership focus is someone that has direct line management responsibilities for other leaders. Their core focus is to build and connect teams as well as grow and develop strong effective leaders.

Therefore, critical capabilities for this role are:

Capability Area	Behavioural Descriptor
Cultural Responsiveness	Works proactively with Māori to uphold the principles of Te Tiriti o Waitangi and implements the organisational vision of ensuring equitable outcomes for Māori.
Enhancing People Performance	Improves performance and brings out the best in people; to deliver high quality results for patients.
Enhancing Team Performance	Builds cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.
Achieving Through Others	Effectively delegates and maintains oversight of work responsibilities; to leverage the capability of people to deliver outcomes for the people we care for.
Identifying and Developing Talent	Encourages and support diversity and build the people capability required to deliver outcomes.
Achieving Goals	Demonstrates drive, optimism, and focus; to make things happen and achieve outcomes.
Self-Aware	Understands their impact on others and strengthen personal capability over time.
Engaging others	Shows composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
Resilient and Adaptive	Seeks and integrates ideas, information, and different perspectives.
Honest and Courageous	Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.

My Qualifications, Experience, Knowledge, Skills:

	<p>Essential</p> <ul style="list-style-type: none"> – Demonstrated experience leading large Construction portfolios / multiple programmes of work in a medium to large organisation or equivalent. – Relevant professional qualification and a strong knowledge of Construction programme and project management methodologies. – Demonstrated experience of working within a Te Ao Māori environment and understanding Tikanga Māori, and/or substantial experience working within a bicultural context with diverse communities and/or organisations – Demonstrated experience of Construction contract management including dispute resolution with positive outcomes. – Experience of managing budgets of over \$50 million dollars, and knowledge of financial reporting and monitoring. – Experience with organisational change management. – Experience with risk management techniques. – Experience with quality management techniques.
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- Advanced computer skills, project/programme/portfolio management (P3M) software, Microsoft suite software.

Desired

- A tertiary level qualification in Business, Engineering, Construction or relevant field.
- Ability to use Te Reo Maori.
- Experience and knowledge of Public Sector environment.
- Experience and knowledge of Health Care environment.
- Experience and skills in developing and implementing new business process
- Experience in process improvement, quality and control
- Understanding of clinical processes and practices

Key Relationships to Nurture

Internal	External
– Canterbury, South Canterbury and West Coast Managers and Directors	– Vendors, consultants, contractors and sub-contractors
– Canterbury, South Canterbury and West Coast IIG Leadership Team/s	– Ministry of Health
– Finance, Legal, Risk and Quality	– Community Health Providers
– Programme and Project Team participants in clinical and business space	– Iwi
– Other Te Whatu Ora's staff and colleagues	- Other associated organisations and NGOs

This Statement of Accountability is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.