



Position Description

Position Title - Ingoa Tūranga

Programme Manager, climate change [402469]

Group - Puni

Pacific and Development Group (PDG)

Division - Tānga

Development People and Planet Division (DEVPP)

Reports to - Menetia

Unit Manager, Climate Change and Environment – Delivery

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

About the Unit – Climate Change and Environment

The Climate Change and Environment Units (CCE) lead on climate change and environment within the International Development Cooperation (IDC) programme. Staff in the Units (CCE-Policy, and CCE-Delivery) provide technical expertise and advice to the rest of PDG and MFAT's Posts, as well as lead on IDC workstreams. The Units work closely with the Climate Change Division, and the Environment Division in the Multilateral and Legal Group (MLG).

Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others.

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

New Zealand has an ongoing commitment to support developing countries and our Pacific partners in their response to climate change and to address increasing environmental challenges and biodiversity loss.

The Programme Manager, climate change will be responsible for overseeing a collection of climate change and environment projects and activities. This role will contribute to the overall delivery excellence and achievements of climate change mitigation and adaptation investments.

The primary focus areas of this role are:

- Overseeing a collection of climate change and environment activities: enabling their successful delivery, overseeing interdependencies, managing relationships and stakeholder engagements, planning programme resources, managing external contractors/consultants, reporting, and supporting staff to strengthen capacity in project/activity management best practice
- Supporting the transition of ongoing activities from the \$150m Climate Change Programme (CCP) to business-as-usual
- Enable and implement the scale-up of climate change and environment activities undertaken by the Climate Change and Environment Units in line with our international commitments

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

Programme delivery leadership

- Oversight of a collection of climate change activities, at all stages of the activity lifecycle (idea – concept – design – delivery – evaluation).
- Advising on the delivery of NZ's climate change International Development Cooperation (IDC) programme: activity development & implementation, procurement, contracting and finance matters, in line with MFAT policy & practice.
- Advising on adaptive management practice, adaptive programming and contracting, and implementation of flexible delivery modalities.
- Advising on activity programming, budget management and planning, enabling flexible, inputs-based or multi-workpackage activities.
- Advising on business case development and best practice Management Casing.
- Advising on foreign policy issues and opportunities in relation to aid programmes and development outcomes.

Delivery with excellence

- Oversee the management and delivery of complex/high risk climate change and environment activities. Our climate change activities involve in-depth management of adaptive programmes, requiring a strong understanding of development outcomes, and how to realise them in practice.
- Managing evaluation activities to ensure evidence of benefits and impacts are grounded in delivery and stakeholder partnerships.
- Providing quality assurance advice on delivery components, including conceptualisation and development of new projects, activities and contracts and forecasting work, providing bilateral teams with consistency of quality and service
- Managing risks and working with the team to monitor, improve and implement any preventative or mitigation actions.

- Leading and facilitating training and skills acquisition necessary for effective delivery and achievement of outcomes for health activities. This could include one-to-one coaching, workshops, and courses in areas of project management, contract management, business case development and MERL (in collaboration with MFAT training advisers).
- Leading any new systems and programme approaches and helping the CCE Units' to implement the changes.

Leadership and influence

- Contract management of onsite and offsite crown contractors.
- Support of Activity and Contract Managers in the CCE team.
- Working closely with thematic leads to ensure consistency and cohesion across CCE Units' programme activities.
- Provide key inputs to team planning, strategy, programming, reporting & HR resource management.

Stakeholder management and liaison with key relationships

- Supplier management and relationship management of key implementing partners.
- Working in collaboration with MFAT teams to address programme and activity issues impacting on delivery, suppliers and key stakeholders.
- Maintaining an overall stakeholder communications plan for the CCE Units' programme of activity.
- Work closely with the Climate Change Portfolio Function (covering the whole of the IDC) on planning, forecasting, governance and communications of activities in the CCE Unit's programme of activities

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Programme Manager, climate change will have the following experience, skills and knowledge:

Qualifications

- Tertiary qualification and/or a project or programme related qualification such as MSP or PMI

Experience:

- Minimum 5 years' experience managing activities and programmes.
- Experience with adaptive and/or agile management.
- Experience in working on development projects
- Demonstrated experience in project and programme set up, quality assurance, and capability delivery.
- Experience with financial management, expenditure tracking and reporting, and managing risks, change and budgets.
- Experience with governance and accountability frameworks.
- Leadership & coaching/mentoring experience.

Skills and knowledge:

- Knowledge of New Zealand government systems and aid development policy and/or, including Public sector procurement and contract management processes and the Treasury Better Business Case model.
- Excellent interpersonal skills – uses appropriate style and methods to articulate the Ministry's position and strategy on issues with accuracy and persuasion.
- Collaborative partnering, networking, relationship and stakeholder management skills relevant to the role.
- Ability to bring out the best performance of colleagues in the Climate change and environment team, encouraging high performance.

- Knowledge and understanding of Pacific development issues and trends
- Coaching, influence and facilitation skills
- Exceptional communication and relationship management skills.
- Sound understanding of Tikangi and Te Tiriti o Waitangi principals, and application of crown obligations

Relationships - Pātahitanga

The Programme Manager, climate change position is required to build and maintain the following relationships:

Within the Ministry:

- Unit and Divisional Manager
- Division staff and CCE Units' Activity Managers
- Programme and Project/activity stakeholders
- The Climate change portfolio team and the Portfolio Manager
- Enabling areas such as Legal, MERL, CMD (Communications), COD (procurement) etc.
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Other government departments and agencies
- Partner governments (with a Pacific focus) and their diplomatic missions
- Business, academia, regional and international institutions, Pasifika, Māori and iwi.
- Relevant regional and/or multilateral organisations operating within the climate change and environment areas
- Vendors and suppliers of services
- Contractors and Consultants

The Programme Manager, climate change position will:

- Build and maintain relationships within MFAT, promoting and fostering collaboration between teams in the Division, PDG and the wider Ministry.
- Contribute to the alignment of programmes and activities across PDG, by promoting and fostering cooperation and collaboration.
- Proactively identify opportunities for sharing information and learning
- Actively seek external input and advice.

Delegations – Whakatautapatanga

- The role has no direct reports, but will contract manage Crown contractors.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship (preferred) or Permanent Residency.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

References

- **Ministry's Strategic Intentions**

Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>