

Position Description

Position Title - Ingoa Tūranga

Programme Manager - Pacific Islands Forum Taskforce (403789)

Group - Puni

Pacific and Development Group

Division - Tānga

Pacific Regional Division

Reports to - Menetia

Director Pacific Islands Forum Taskforce

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 ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, 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.

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.

Pacific Island Forum

The Pacific Islands Forum is the region's pre-eminent political organisation and the core platform through which Pacific Leaders take decisions, build consensus, and respond to shared challenges. The Forum brings together 18 Member countries to articulate collective priorities, advance regional security and resilience, and reinforce the norms and values the Pacific seeks to see embedded globally.

New Zealand is a founding Member of the PIF. This reflects our long-standing commitment to Pacific regionalism and to rules-based organisations that safeguard the sovereignty of all states, regardless of size. We remain committed to reinforcing Forum centrality and supporting the region's collective priorities as outlined in the 2050 Strategy for the Blue Pacific Continent. New Zealand's foreign-policy objectives are best advanced through a strong, coherent Forum system that reflects Pacific priorities and maintains a high bar for external engagement.

New Zealand will host the Pacific Islands Forum 2027 Leaders Week ("PIF27") in August 2027. PIF27 will bring together Heads of Government, Ministers, officials and stakeholders from across the Pacific, requiring coordinated delivery across multiple venues, systems and agencies.

About the Position – Mō te Tūranga

The role of Programme Manager is responsible for establishing and maintaining the programme management framework that supports planning and delivery across the PIF Taskforce. This includes governance, reporting, financial management, programme controls, assurance, risk management and workstream integration.

The Programme Manager will work closely with the Taskforce Director and workstream leads to establish programme disciplines, maintain oversight of programme performance and support informed decision making through high-quality reporting and analysis. The role will ensure dependencies, risks and delivery milestones are monitored and managed. The Programme Manager will also play a key role in establishing and coordinating the Taskforce operating model, supporting governance forums, and driving programme planning and readiness activities.

The position will report to the PIF Taskforce Director and be responsible for 1-2 direct reports as the programme is established. This number is likely to surge closer to the forum dates.

Financial delegations?

This role is based in Wellington with travel within New Zealand as required. In the lead up to and during event delivery:

- a period temporarily based in Auckland may be required; and
- some after hours work may be required during peak periods.

Key Accountabilities - Kawenga Matua

Role specific

- Manage planning and coordination of logistics activities across transport, accommodation, venues, accreditation and delegate movement workstreams.
- Manage workstream leads to plan and prioritise activity in line with programme milestones and governance expectations.
- Lead programme readiness activities across workstreams to ensure planning is aligned and dependencies are identified and managed, developing detailed operational plans and schedules.
- Monitor and manage key programme milestones to support delivery of PIF27 on time and within
- Identify programme-related issues and risks, testing and implementation as required and escalate as appropriate.
- Lead preparation of a post-event lessons report across the Taskforce including with external partners and stakeholders.
- Ensure that staff understand the importance of accountability for achieving agreed programme outcomes.
- Ensure that operational information is accurately maintained and reported through programme management processes.
- Deputise for the Taskforce Director when required.

Financial Management

- Work closely with Finance Division, workstream leads and delivery partners to lead programme budget planning, forecasting, tracking and financial reporting across Taskforce finances.
- Provide financial reporting and analysis to support the TF Director, governance groups, senior leaders and Ministers as required.
- Support procurement planning and expenditure approvals by ensuring financial implications, risks and funding availability are understood.
- Ensure programme expenditure remains aligned with approved funding and value for money principles, including the State Sector Act and the Public Finance Act.

Governance

- Lead Taskforce governance processes, including governance planning, reporting and decision making.
- Maintain oversight of programme milestones and decisions, ensuring agreed actions are tracked and delivered and clear

audit trails across PIF27

- Lead programme reporting, including regular status updates, financial reporting, risk reporting and governance reporting.

Relationship Management

- Build and maintain effective working relationships with Taskforce members, MFAT teams, and delivery partners to support PIF27 programme objectives.
- Develop and maintain a close working relationship with the Pacific Regional Division to ensure programme planning and delivery remains aligned with New Zealand's PIF27 policy objectives and priorities.
- Develop and maintain strong working relationships across government agencies and Auckland/regional partners involved in PIF27 planning and delivery.

Stakeholder and partner engagement

- Engage with government agencies and delivery partners to support programme planning, coordination and reporting activities.
- Contribute to stakeholder engagement activities, including workshops, planning sessions and governance forums.
- Support the development of briefing and reporting products for a range of internal and external audiences.
- Prepare and support engagement with senior leaders and decision makers through the development of briefings and submissions.
- Support engagement with a broad set of stakeholders connected to PIF27 including foreign delegations, Treaty partners, business and trade communities, academia and Pasifika and the wider public.

Organisational Responsibilities

- Demonstrate alignment with the organisation's values, goals, policies and procedures.
- 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.
- Treat 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.
- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.
- All other duties as requested by the employer.

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

The PIF27 Programme Manager will have the following experience, skills and knowledge:

Qualifications:

- Relevant tertiary qualification or equivalent practical experience

Essential Experience:

- Experience leading the planning and delivery of large-scale, multi-agency events, programme or operational activities.
- Experience managing operational logistics across multiple workstreams
- Capacity to provide thought leadership and drive cohesion across workstreams, ensuring planning reporting and delivery remain aligned
- Experience establishing and supporting governance, reporting and assurance processes in a complex highly-visible operating environment
- Experience managing programme budgets, forecasting, expenditure tracking and financial reporting
- An understanding of what is required in the planning and delivery of international and multilateral major events, and the ability to work across a range of stakeholders to support delivery in a complex operating environment
- Demonstrated ability to translate, influence and build effective working relationships across government agencies and with a range of stakeholders, supporting coordinated delivery
- Ability to work effectively with a diverse group of people from a range of cultures and backgrounds
- Sound understanding of the government operating environment and ability to apply this in programme delivery
- Proven ability to analyse information, identify emerging issues and provide practical advice to support decision making
- Proven ability to deliver results as part of a team environment, working with others to achieve agreed outcomes
- Strong financial and commercial acumen, including experience monitoring expenditure, managing budgets and supporting value for money outcomes.
- Understanding of the broader context in which PIF27 is delivered, including New Zealand's engagement in the Pacific.
- Proven ability to deliver within constrained timeframes and budgets, including managing competing priorities and delivery trade-offs.

- Demonstrated ability to build and maintain effective working relationships across government agencies and with a range of stakeholders
- Strong personal drive and motivation, with the ability to take a pragmatic and solutions-focused approach

Skills, knowledge and personal attributes:

- Understanding of programme and project management disciplines, including planning, governance and risk management in a complex delivery environment
- Ability to think systemically and understand how programme workstreams contribute to the broader programme objectives and delivery requirements for PIF27
- Strong judgement and ability to operate with a high degree of autonomy while maintaining alignment with programme priorities
- Ability to support coordinated activity across multiple workstreams and maintain visibility of competing priorities, risks and dependencies
- Capacity to provide leadership and drive cohesion across multiple workstreams
- Ability to align programme planning and delivery with broader policy objectives and strategic outcomes
- Demonstrated ability to influence and work effectively across a wide range of stakeholders across government and external organisations
- Sound judgement, including identifying issues and risks and escalating as appropriate
- Strong analytical capability and ability to translate complex information into practical advice and recommendations for decision makers
- Strong written and verbal communication skills, including the ability to prepare high-quality reports, governance papers and briefings
- Proven ability to work independently, prioritise effectively and use initiative to manage competing demands
- Ability to remain calm and focussed under sustained pressure and deliver to required timeframes
- Ability to analyse information to support decision-making
- Flexibility of approach, with the ability to adapt to changing or uncertain circumstances
- A high level of professionalism, integrity and discretion
- Resilience, energy and drive

Relationships – Pātahitanga

The PIF27 Programme Manager position is required to build and maintain the following relationships:

Within the Ministry:

- PIF27 Programme staff
- Divisional Manager PACREG and the wider PACREG policy team
- Other relevant Divisional Managers, including Commercial, Security, Finance and Information Management Divisions, the People Division and Houtina.
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- NZ agencies involved in PIF27 Planning
- Commercial suppliers, including those providing event delivery, venues, accommodation, transport
- Foreign governments and their diplomatic missions
- Business, academia, regional and international organisations and institutions, Māori, Pasifika and the wider community
- Auckland-based and other regional/local partners

Delegations - Whakatautapatanga

- Delegated authority for operational expenditure within approved programme budgets.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship.
- You must be able to obtain and maintain an appropriate level New Zealand Government Security clearance.

References

- **Ministry's Strategic Intentions**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>