

Position Description

Position Title - Ingoa Tūranga

Capital Programmes Manager (403826)

Group - Puni

People and Operations

Division - Tānga

Asset Management Division

Reports to - Menetia

Divisional Manager Asset Management Division

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/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.

About the Position - Mō te Tūranga

The Asset Management Division (AMD) is responsible for leading the strategic asset planning and management of MFAT's property and asset portfolio. MFAT operates a network of 350+ Chancery, Official Residence and residential staff premises overseas, providing secure, functional work and living environments for staff to support and conduct the Government's official business effectively. AMD is also responsible for MFAT's vehicle fleet.

The Capital Programmes Manager is responsible for the leadership, performance and assurance of MFAT's capital programme. Reporting to the Divisional Manager, Asset Management Division (AMD), the role operates within enterprise settings defined by the Strategy, Planning and Performance Manager and delivers programmes shaped by portfolio priorities and organisational investment decisions.

The role provides single-point accountability for translating approved investment decisions and prioritised portfolio inputs into integrated, executable programmes of work, ensuring delivery is aligned to approved scope, budget, schedule, quality standards and central-agency requirements. It provides oversight of programme performance, including monitoring delivery progress, managing sequencing and interdependencies, and providing clear, consistent reporting and assurance to senior stakeholders on delivery performance and risk.

Sitting above individual the Project Director and Project Managers, the Capital Programmes Managers provides strategic direction, programme governance, delivery assurance and capability leadership across the capital delivery function. The role ensures that capital delivery operates as a coordinated and consistent system across the global estate, rather than managing projects on a day-to-day basis. It aligns delivery execution with approved decisions, portfolio intent and enterprise expectations.

As a senior leader within AMD, the Capital Programmes Manager aligns delivery across a complex portfolio of capital investments, coordinating multiple stakeholders and competing priorities. The role contributes to strengthening MFAT's capital delivery maturity by enhancing assurance, improving transparency, reducing delivery risk and embedding disciplined programme management.

Key Accountabilities - Kawenga Matua

The following key accountabilities which assist in delivering the Ministry's purpose:

Capital Programme Leadership and Performance

- Provide overall leadership and accountability for the performance and integrated delivery of MFAT's capital programme.
- Ensure capital projects are delivered in accordance with approved investment decisions, scope, budget, schedule and quality expectations.
- Maintain a clear line of sight between approved investment decisions, portfolio prioritisation and programme execution, including alignment across interdependent projects.

Programme Governance and Assurance

- Establish and maintain fit-for-purpose programme-level governance arrangements for capital delivery.
- Oversee capital programme governance forums, quality gates and escalation pathways, ensuring alignment with divisional and organisation investment governance.
- Ensure consistent and disciplined application of programme and project management frameworks, assurance practices and reporting standards across all capital projects.

Leadership of Capital Delivery Capability

- Lead and manage senior capital delivery roles, including Project Directors and programme-level coordination resources.
- Set clear expectations for delivery performance, accountability and consistent application of delivery practices across the capital delivery team.
- Build a strong, consistent capital delivery function that operates as a cohesive system, reducing reliance on individual approaches and improving repeatability, transparency and overall system performance.

Programme Planning, Sequencing and Readiness

- Oversee the forward capital delivery pipeline to ensure projects are aligned to prioritised portfolio inputs, appropriately scoped, sequenced and delivery ready.
- Ensure dependencies, resourcing constraints and delivery risks are actively managed at a programme level.
- Support effective transition from investment approval through mobilisation to delivery, supporting timely and coordinated execution.

Financial Control and Reporting

- Maintain oversight of capital programme financial performance, including forecasting, budget management, and variance control.
- Ensure clear, timely, accurate, and transparent reporting of programme performance, risks, issues and delivery status to senior leadership and central agencies as required.

- Support benefits realisation oversight and post-implementation review to inform system-level improvement and future investment advice.

Health, Safety and Risk Leadership

- Ensure construction health and safety, security and risk management requirements are embedded consistently across the capital programme.
- Provide assurance that delivery partners and project teams are operating in accordance with MFAT's health, safety and risk expectations.
- Identify, manage and escalate systemic delivery risks and issues that could impact safety, reputation or mission continuity.

Continuous Improvement and System Stewardship

- Drive continuous improvement in capital delivery practices, assurance approaches and programme management maturity.
- Identify opportunities to improve delivery efficiency, sustainability and value-for-money across the capital programme.
- Contribute to the broader leadership and evolution of MFAT's asset management system, ensuring a strong alignment between enterprise settings, portfolio management and delivery performance.

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 Capital Programmes Manager will have the following qualifications, skills and experience.

Experience

- Extensive experience leading large, complex capital programmes or portfolios, preferably in asset-intensive or public-sector environments with accountability for programme-level delivery, performance and assurance.
- Experience overseeing multiple concurrent projects through senior delivery roles with a focus on integration, coordination and delivery of programme-level outcomes rather than direct project management.
- Demonstrated experience establishing and operating effective programme-level governance, assurance and performance reporting frameworks aligned with organisational and investment governance expectations.
- Experience delivering capital works in complex, or international environments, including management of interdependencies, risks and delivery partners across multiple locations.

Skills and knowledge

- Strong programme leadership and people-management capability, including leading and aligning senior delivery professionals to operate as a cohesive delivery system.
- Deep understanding of capital delivery governance, assurance, risk management and programme controls, with ability to apply these consistently across a programme environment.
- Strong financial and commercial acumen relating to capital programmes, including forecasting, budget oversight, cost control and value-for-money outcomes.
- Ability to operate credibly at senior executive level and engage effectively with governance bodies and central agencies, providing clear assurance and delivery insight.
- Ability to balance delivery momentum with appropriate discipline, assurance and risk management requirements.
- Strong written and verbal communication skills including clear, structured and transparent reporting of programme performance, risks and issues to governance forums.
- Sound understanding of tikanga and Te Tiriti o Waitangi principles and their application in a public-sector context.

Qualifications

- A relevant tertiary qualification in engineering, construction management, project/programme management or a related discipline, or equivalent professional experience, with demonstrated application in complex programme delivery environment.

Relationships - Pātahitanga

The Capital Programmes Manager position is required to build and maintain the following relationships, to enable coordinated delivery, effective governance and alignment with organisational investment decisions:

Within the Ministry:

- Asset Management Division leadership and wider staff, including close alignment with Strategy Planning and Performance, and Portfolio Managers
- Senior leaders and staff across MFAT both onshore and offshore, including diplomatic missions and post leadership and staff offshore
- Specialist functions across the People and Operations Group, including finance, commercial, legal, risk, and security

Outside the Ministry:

- Ministers and government agencies including central agencies and oversight bodies
- External stakeholders and partners involved in the delivery of capital investments. External delivery partners including property and asset management specialists
- Professional advisors and service providers supporting capital programme planning, delivery and assurance.

Delegations - Whakatautapatanga

- The role is responsible for the 3 direct reports - senior capital delivery roles and associated teams, in addition to contractors as required.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship.
- 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/>