

Programme Manager

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

The purpose of this role is to oversee and coordinate the delivery of the Smart and Enabling Regulator (SER) programme of work. The Programme Manager will support the planning, execution, and successful delivery of the programme, including establishing an appropriate programme structure that ensures strategic alignment, drives integration and transparency across workstreams, and is structured for success.

This role requires a strategic leader that is proficient at steering complex stakeholder dynamics and uniting diverse teams toward shared goals. You will be expected to champion best practices in programme management, promote a culture of continuous improvement, ensuring that the programme delivers measurable value to the organisation.

Ngā Haepapa | Accountabilities

- Support the successful delivery of the SER programme of work to achieve strategic goals.
- Design and implement a fit-for-purpose programme structure and establish programme controls, including governance, reporting, and decision-making frameworks.
- Define and manage interdependencies across projects, workstreams, and stakeholders.
- Build strong relationships with senior leaders, project teams and cross-functional stakeholder.
- Develop and manage the programme plan, ensuring alignment across workstreams, milestones, and strategic objectives.
- Provide leadership and oversight of project managers & coordinators assigned to initiative delivery within the work programme, ensuring adherence to ECANs project practices.
- Monitor programme performance against scope, time, cost, and quality parameters, and take corrective actions where necessary.
- Monitor programme expenditures and financial performance, providing regular reports to the senior leadership team and appropriate stakeholders fostering transparency and accountability.
- Manage programme-level risks, issues, and change controls, ensuring timely escalation and resolution.
- Oversee benefit realisation planning and tracking, ensuring that mechanisms are in place to measure, report, and sustain the delivery of expected benefits throughout and beyond the life of the programme.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. People leaders' responsibilities include:

- Understand the health and safety and risk obligations that rest with this position and act at all times to ensure accountabilities are met.
- Maintain a safety-focused culture where health, safety and wellbeing are at the heart of decision making for kaimahi and the communities within which we operate.
- Maintain an enquiring mind, undertake due diligence and apply knowledge of best practice to ensure a detailed understanding of any risks kaimahi may face in their mahi and ensure these are appropriately removed or mitigated.

Taking action together to shape a thriving and resilient Canterbury, now and for future generations.

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

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- Ensure awareness of and compliance with legislative and operational standards, and that relevant certifications are maintained.
- Ensure methods are in place to recognise and celebrate best practice and safety innovation.
- Provide opportunities for team involvement, education, and genuine participation in safety matters.
- Ensure methods are in place for all kaimahi, contractors and suppliers to be appropriately inducted and certified to carry out tasks safely.
- Ensure any organisational audit and assurance programme is undertaken as required and results are acted upon and regularly reviewed.
- Ensure processes are in place to communicate, consider and respond to information about health and safety.
- Take a planned approach to identify, analyse and manage risks within the section.
- Ensure regular monitoring and reviews are undertaken of risk controls and their effectiveness in relation to legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Project Management Team Leaderto support the delivery of practices that directly align to, support, and enable the delivery of the sections and wider business' strategic and operational outcomes within the organisation's project management best practice.
- Close working relationships and frequent engagement with Change and Improvement team members to support capability development and maximise delivery of desired outcomes.
- Regular collaboration with the wider organisation to build capability, enhance and maximise the utilisation of Environment Canterbury systems, tools and processes in the effective delivery of project programme milestones and outcomes.
- Work with project resources and Kaimahi in other internal teams, to provide visible and engaging programme and project leadership guidance and support.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Actively contribute to our partnerships with local authorities by providing support to them where required. This would typically be support for a shared service where Environment Canterbury has expertise that a local authority does not, or in the development and implementation of government project management best practice.
- Regular engagement with external contractors and consultants, to develop and maintain strong relationships, liaise with external parties and internal project teams to ensure the delivery of timely outcomes
- Regular engagement with external stakeholders involved in projects, to develop and maintain strong relationships which ensure sound and regular communications are in place a different communication channels are catered for.
- Maintain contacts with appropriate Project Management affiliations and organisations as required.

Ngā Herenga Motuhake | Special Conditions

May be required to work outside of the normal working hours from time to time.

Overnight stays will be required while undertaking site visits across the region.

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- Bachelor's degree in Project Management, Business Administration, Engineering, Information Technology, or a related field.
- PMP, PgMP, or similar project management certification preferred.

Mātau ā-wheako | Experience

- Minimum of 10 years of experience in project/programme management, with at least 5 years in a leadership role.
- Proven track record of managing large-scale, complex projects and/or programmes, preferably across a range of disciplines such as infrastructure, technology, and business process improvement.
- Experience with public sector projects and familiarity with government processes and regulations.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Leader level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.

Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
Band 8/Grade 20	SERVMST.053	14 October 2025

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: