



POSITION DESCRIPTION

Nga mahi o te tari kāwanatanga | Working in the Public Service

Ko tā tō tātau rāngai tūmatanui he mahi ngātahi e tutuki ai ngā hiahia o ngā hapori i Aotearoa. Ko te whāinga o te rāngai tūmatanui he tautoko i te manapori, he tautoko i ngā kaikaunihera kua whiria ki te whakatinana i ā rātou kaupapa here, he whakaū i ngā ratonga pai rawa atu, he tautoko i ngā kaikaunihera ki te whai i tō te hapori hiahia, he āki i ngā tangata i ngā mahi hapori me te whakaū i ngā ture. He mahi nui tā mātou ki te hāpai i te Karauna i roto i ōna hononga ki te iwi Māori i raro i te Tiriti o Waitangi me te Treaty of Waitangi. Ahakoa te maha o ngā mahi rerekē, ko te katoa o ngā kaimahi rāngai tūmatawhānui ka whakakotahi mai i te hiahia ki te mahi mō te hapori me te whai i ngā mātāpono me ngā wāriau o te rāngai tūmatanui i roto i ā mātou mahi

Our local government public service works collectively to make a meaningful difference for New Zealand communities. The purpose of all public service is to support our democracy, enable elected officials to develop and implement their policies, deliver high-quality and efficient public services, support Councillors 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.

The Position

Position:	Programme Manager
Department:	
Team/s:	Local Water Done Well Programme Team
Responsible to (Manager):	Programme Director, Local Water Done Well
Responsible for (direct reports):	Nil
Job Purpose:	<ul style="list-style-type: none">Maintain, coordinate and monitor the work programme for establishment and transition to the Wairarapa Tararua water services organisation
Work location:	TBC – ideally Wairarapa or Tararua based, remote considered
Employment type:	Fixed term to June 2027
Job grade:	TBC
Budget responsibilities:	N/A
Date prepared/reviewed:	September 2025

Our Council

Our Vision:	For the South Wairarapa to be an open, energetic and unified community
Our Mission:	To be future focused, growth orientated and exercise sound judgement
Our values	We support our Mission and Objectives through living our values. These are: <ul style="list-style-type: none">PrideManaakitangaCustomer-FirstCollaboration

Wai +T Although you are employed by SWDC you will be working as part of a Programme Team that reports to the four Councils establishing the water services organisation - Tararua District Council, Masterton District Council and Carterton District Council. Strong collaboration across the Councils is important for success in the role.

Mō te tūnga | Role Overview

The Programme Manager will work closely with the Programme Director to ensure the successful delivery of the work programme for the establishment of Wairarapa Tararua Water Limited (WTWL) and transition of Council water services to the new organisation by 30 June 2027.

The Programme Manager will work with workstream leads to maintain, coordinate and monitor the work programme and the individual workstreams, collate programme reporting, and identify issues, risks and dependencies across the programme.

The Programme Manager will also work closely with the Programme Director to support the operation of the programme's various governing bodies, including the Programme Steering Group, Stakeholders' Forum and WTWL Board.

Outcomes	Responsibilities
Programme Management	<ul style="list-style-type: none"> • Programme planning and maintenance of the programme plan. • Monitoring the progress of work streams against the plan • Preparing programme reporting for programme governing bodies • Ensuring effective secretariat support for the programme • Management and escalation of risks and issues as they arise • Other programme management duties, as directed by the Programme Director to support the effective delivery and management of the programme.
Stakeholder relationship	<ul style="list-style-type: none"> • Build and maintain effective relationships across four Councils, workstream leads, who may be Council staff or external advisers or contractors, and other project team members.
Programme Team Contribution	<ul style="list-style-type: none"> • Contribute as an active member of a small transition team of Programme Director, Council and iwi staff, external advisors and contractors as required. • Undertake additional programme management responsibilities as agreed with the Programme Director to support programme outcomes.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Always ensure your own and the safety of others • Comply with policies, procedures and safe systems of work • Report all incidents/accidents, including nears misses, in a timely fashion • Actively participate in the hazard management and identification process • Escalate risk as per the Risk Management Policy.
Council Image	<ul style="list-style-type: none"> • Take every opportunity to promote a positive image of the Council.

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation

Key Relationships

In order to ensure quality service delivery is provided, this position must have well developed relationships. These include but are not limited to:

Internal	External
Programme Director	Iwi, hapu and mana whenua
Workstream leads	External advisors
Programme team members, including Council staff	
Programme Steering Group	
Stakeholder forum and WSO Board	

Ngā āhuatanga e hiahiatia ana e Mātou | Person specification

Qualifications, skills, and experience

- A tertiary qualification in project management, business or a related field.
- Project/programme management experience, ideally in a transition or change context
- Experience applying good practice programme management disciplines, with an emphasis on scheduling, risk management and governance support
- Experience working in complex programmes within fast moving environment
- Experience in managing internal and external relationships with diverse stakeholders, with demonstrated success in building relationships and gaining the support and participation of key individuals and groups
- Highly developed communication and interpersonal skills with the ability to influence and persuade through credibility, integrity and professionalism
- Experience supporting effective governance forums to ensure timely decision making
- High level of written, presentation, communication and influencing skills
- Ability to monitor, understand and act on programme dependencies and impacts to schedule

Personal Attributes

- Organisationally astute and comfortable in complex decision-making environments
- Ability to build and maintain constructive working relationships with a range of stakeholders
- Professional, respectful and honest
- Self-motivated and resilient
- Pragmatic and able to adapt approach to organisational context
- Positively take on challenges
- Take accountability of own actions and work effectively as part of a team
- Strong communicator with a range of technical and senior audiences

The Behaviours by which we work

All staff at SWDC share these responsibilities, including me.

- **Collaborate:** Draw on the knowledge of others to bring about better outcomes for the customer.
- **Grow:** Develop ourselves and maintain the highest possible standards of professionalism. Embrace feedback and build on it.
- **Being:** Act with integrity and maintain consistency. Be attentive and kind to one another and embrace different perspectives.
- **Add value:** Through our technical knowledge, deliver the best possible outcomes for our customers.
- **Plan:** Be clear on how activities link together and highlight any risks.
- **Do:** Keep people engaged in what we do and why. Hold ourselves to account for delivery as we do with others.
- **Review:** Learn from mistakes. Fail fast and move on. Seek out solutions not problems. Blame has no part in our organisation.
- **Inspire:** Empower, support, encourage, and motivate colleagues to do their best work.
- **Connected:** Build strong relationships with people and are respectful and empathetic.
- **Positivity:** Create an empowering, safe, and inclusive social environment. Foster a strong wellbeing culture.
- **Engage:** Consider when to communicate. Break things down into easily understandable chunks. Take a genuine and active interest in the organisation at large. Speak out when others behave in a manner not acceptable to the rest of us.
- **Celebrate:** Celebrate our achievements, both individually and as a collective

Amendments to Position Description

From time to time, it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning for the annual cycle. (A review in job size and possible impact on remuneration structure of the position will only be considered where change of the position is significant (guideline: significant would typically involve a 20% change in the complexity / accountability of the role.)

My Agreement

My Name:

My Signature:

Date: