Te Kura Matatini ki Otago / Otago Polytechnic

# TE WHAKAATURAKA MAHI / JOB DESCRIPTION

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| **Position Title** ***Te tūraka mahi*** : Strategic Projects Lead | **Area** ***Te Tari*****:** Operations |
| **Reports to (title)** ***Ka whakaratatia e*****:** Deputy Executive Director: Operations | **SP10 placement:** E Band |

## Primary purpose *Te take matua*

This Strategic Projects Lead is responsible for coordinating, supporting and leading key strategic projects across Otago Polytechnic, ensuring priority initiatives are well planned, effectively governed, delivered on time and aligned to organisational objectives.

- Supports strategic projects and organisational priorities across OP
- Strengthens project planning, governance, reporting and delivery disciplines
- Contributes to measurable financial benefits, including savings and new revenue opportunities
- Supports strategic projects as they arise (Timetabling, COT, Learner Journey etc)

The role works across teams to clarify project scope, establish delivery plans, coordinate stakeholders, manage dependencies and ensure practical implementation. It will provide hands-on project leadership for initiatives that improve organisational performance, support growth, build capability and deliver financial or operational value.
This role requires an organisation-wide focus, comfort working through ambiguity and the ability to bring structure to complex initiatives. Critical to success will be engaging the right stakeholders, maintaining momentum, identifying risks and opportunities early, and ensuring projects deliver clear value for OP.

## Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

| **Key responsibilities / accountabilities** ***Ko ngā takohaka matua / ko kā kaweka matua*** | **Outcome** **Kā hua** |
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| Lead and support strategic projects | • Develop and maintain project scopes, plans, timelines, milestones and reporting for priority strategic projects<br>• Coordinate project activity across business areas to ensure deliverables are clear, sequenced and completed<br>• Support the development of business cases, decision papers, implementation plans and benefits realisation plans<br>• Provide practical project leadership for strategic initiatives.<br>• Identify risks, dependencies and barriers to delivery and escalate these with proposed mitigations<br>• Ensure projects are aligned to OP's strategic objectives, financial targets and operational priorities |
| Stakeholder management and change support | • Provide regular project updates to the Deputy Executive Director: Operations, TKM, steering groups or other governance forums as required<br>• Prepare concise reports, dashboards, business cases, board papers and |

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| | ad hoc analysis<br>• Track project milestones, risks, issues, decisions, dependencies and benefits<br>• Support the establishment of governance structures that provide clear oversight and direction<br>• Monitor and report on financial and operational benefits, including progress toward savings and new revenue opportunities<br>• Ensure project documentation is accurate, accessible and fit for decision making |
| Organisational benefit and continuous improvement | • Maintain a continuous view of improvement and business development opportunities across Otago Polytechnic, identifying practical initiatives that improve efficiency, service quality, revenue generation or cost control<br>• Support delivery of targeted annual savings and/or new revenue opportunities, with an indicative financial benefit target of $150k per annum<br>• Translate project activity into measurable organisational benefits, including clear baselines, expected outcomes, progress measures and realised value<br>• Support leadership decision making by providing relevant data, insights, options analysis and concise recommendations |
| Observe principles and practices of Equal Employment Opportunity and Diversity | • Fair treatment in the workplace is delivered and observed |
| Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies | • Achievement of a healthy and safe work and learning environment<br>• New and existing hazards will be pro-actively identified and managed<br>• Incidents, accidents and occupational illnesses immediately reported<br>• Safe work methods will be adhered to including the use of Personal Protective Equipment |
| Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 | • Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role.<br>• Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement.<br>• Awareness to attain OP as an inclusive environment for all cultures and languages. |
| Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy | • Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business.<br>• Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7<br>• Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox) |
| Demonstrate organisation's values on a daily basis | • Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes<br>• Our values are consistently demonstrated. |
| **Inherent Requirements:** | |

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| Demonstrate the Otago Polytechnic Values on a daily basis | • OP's values are role modelled and promoted at all times. |

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

| **Key working relationships *Kā honoka mahi matua*** | |
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| **Key working relationships *Kā honoka mahi matua*** | **Nature and purpose of contact *Te āhua me te take o te honoka*** |
| Te Kāhui Manukura (Executive Leadership Team), Heads of College, Service Directors, Programme Heads | Provide strategic and operational advice. Seek feedback and input and provide information. |
| Kaunihera Whakahaera | As applicable work with leaders on strategic projects, understanding context, needs and inputs. |
| People & Culture | In partnership understand existing roles and responsibilities and collaborate on any change processes. |
| All kaimahi and ākonga | As applicable work with kaimahi on projects related to their roles, areas of work and expertise. Ensure clear ongoing communication with related projects. Bring applicable kaimahi on project journey ensuirng their voice is represented and they are supported with any changes as a result. |

| **Decision making authority *Kā rakatirataka whakatauka*** | |
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| **Decisions expected *Kā whakatauka tūmanako*** | **Recommendations expected *Kā taunaki tūmanako*** |
| All decisions to be made in line with relevant policy and/or as delegated by the Executive Director | Recommendations expected to DED/TKM for expenditure beyond delegated limits, and any operational matters that would impact the team or OP more broadly. |
| Financial expenditure in line with delegations | |

## Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- Sales/revenue: The role will support delivery against agreed financial targets, including identifying and helping realise savings and/or new revenue opportunities. Indicative target: $150k.
- Number of employees reporting directly: Nil initially. This is primarily a matrix-management role where the incumbent will lead project teams and coordinate contributors who retain formal reporting lines to their people leaders.
- Budget: Project budgets will vary by initiative and will be managed in line with approved business cases, delegations and relevant OP policies.
- Decision making authority: The role will have autonomy to make decisions at an operational project level within agreed scope, delegations and policy. Material financial, contractual, staffing or strategic decisions will be escalated to the Deputy Executive Director: Operations, TKM or Governance as appropriate.

## Selection Criteria – Knowledge & Skills & Experience *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Leadership experience
- Project Management and change management experience.
- Stakeholder engagement cross functional team management
- Commercial acumen and experience supporting procurement, contract management or supplier-related processes
- Data literacy and ability to use evidence, metrics and financial information to support decision making and benefits realisation
- Exceptional communication and relationship development skills
- Reporting and documentation skills
- Technologically capable – experience with CRM, SMS and workflow tools
- Process analysis & Improvement
- Experience supporting organisational change, commercial improvement, new service setup or strategic transformation projects
- Bachelor's Degree

Desirable:

- Sales Experience
- Customer service experience
- Leadership of interdisciplinary teams

## Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

## Personal Attributes *Kā Āhuatanga Whaiaro*

- Collaborative and effective leadership style
- Highly effective communication skills, both written and verbal, including the ability to explain technical terms in common language
- Highly effective relationship building skills.
- Highly developed negotiation and influencing skills
- Effective time management, organisational and planning skills and ability to meet deadlines
- Flexible, adaptable and enjoys challenge and change
- Ability to work in a complex work environment, deal with ambiguity and across functions

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable