ROLE SUMMARY

Role title:	Programme Manager - Regional Economic Development Plan (Fixed-term)
Reports to:	Regional Economic Development Team Lead
Direct reports:	Nil
Date:	November 2025
Purpose of role:	The Programme Manager is a key member of the Programme Management Office (PMO) and is responsible for managing the delivery and ongoing development of the Wellington Regional Economic Development Plan (REDP). This includes: • Managing planning and reporting to the Steering Group and Wellington Regional Leadership Committee (WRLC) secretariat to ensure requirements are met, including inputs to decision-making forums that support the WRLC. • Supporting initiative leads and champions with delivery of all initiatives identified in the REDP. • Managing stakeholder and partner engagements to ensure initiatives are supported, developed collaboratively and managed effectively. • Continuously assessing and updating the REDP and being responsible for managing the process of incorporating new initiatives and refreshing the REDP in agreement with the Steering Group. The REDP Programme Manager is part of the Regional Economic Development Team at WellingtonNZ and contributes to the delivery and development of initiatives across wider programmes owned by the Wellington Regional Leadership Committee, in particular where there is alignment with the REDP. The reason for the fixed-term is to cover a period of parental leave which is for approximately 9 months and will include handovers at the start and end with the incumbent.

ROLE DESCRIPTION

Key responsibilities: specific actions, tasks or areas of responsibility this role will oversee.

Area of responsibility	Actions/Tasks
Programme Management	• Drive the delivery of the Wellington Regional Economic Development Plan (REDP) work programme, support the REDP Steering Group, and the activities of the Regional Economic Development (RED) team. • Engage your team, members of the broader WellingtonNZ teams, stakeholders and partners to enable the delivery of each initiative. • Work with the REDP Team Lead, General Manager, Steering Group, and stakeholders to identify gaps where initiatives need to be developed in order to achieve the REDP goals. Bring stakeholders, partners and WellingtonNZ team members together to develop initiatives to meet these gaps. • Lead engagement with stakeholders and partners including setting meeting, creating agendas, drafting papers, leading meetings in partnership with the REDP Team Lead and recording and managing outcomes • Continually update the REDP based on the progress of initiatives and evolving needs and goals of stakeholders, in line with the Steering Group Terms of Reference and agreement with Greater Wellington Regional Council, including having any updates approved by the Wellington Regional Leadership Committee. • Manage the quarterly reporting process and maintain the reporting dashboard. Manage funding agreements related to the work programme and prepare and maintain budget allocations. Identify programme risks, issues, and dependencies; and proactively mitigate them through engagement, transparency and agenda papers. Identify opportunities to promote progress and draft communications accordingly, working with the comms team where needed. • Ensure agreed processes are followed and obligations under the Terms of Reference and agreement with GWRC are delivered on; work to continuously improve processes.

	• Link the Regional Economic Development Plan with other relevant work programmes, and work with the RED team, B&I business unit and wider WellingtonNZ team to coordinate delivery of projects that meet shared objectives.
Operational delivery	• Support initiative leads with delivery of initiatives in the REDP. Work with programme directors, project managers, organisations, iwi, sector and community groups, local leaders, businesses, local and central government, and others leads to understand their needs and support them to successfully deliver initiatives. • Drive the delivery of initiatives that WellingtonNZ is directly responsible for. Work with the RED team, Business and Innovation business unit and wider WellingtonNZ team and collaborate with the Steering Group, key stakeholders and partners to identify, develop, and deliver initiatives to achieve the objectives of the REDP. Be responsible for research, planning and feasibility, building and presenting business cases, attracting investment, activating partners, and implementing actions (either directly or in partnership with the appropriate WellingtonNZ team). • Be responsible for the operational delivery of the plan. Follow agreed processes, facilitate and lead meetings, prepare briefing papers and analysis, plan agendas, prepare minutes, implement actions, and any other reasonable tasks as required. • Use appropriate software to manage the programme, projects, engagements, communication and other tasks effectively.
Stakeholder collaboration and relationship management	• Work to understand the intricate ecosystem of regional stakeholders across local government, iwi, organisations, sector groups, community groups, businesses, central government representatives and others. Understand their objectives, constraints, expectations, and obligations. Consider how these overlap with REDP objectives and processes. • Maintain productive relationships with key stakeholders through open and early engagement. Foster collaboration through creating a shared vision, expectations, and encouraging mutually beneficial participation. Implement an engagement plan, including through stakeholder communications. • Identify regional opportunities, and act as the connection between regional stakeholders and WellingtonNZ programmes, services, and teams, leveraging the resources and capacity WellingtonNZ has as the Regional Economic Development Agency to support delivery. Work alongside the RED Team to engage with

	programmes led by the Wellington Regional Leadership Committee, GWRC and WCC council teams and other regional stakeholders, and provide a regional economic development perspective.
Health, safety, wellbeing and compliance	• Take an active role in identifying and mitigating any health and safety risks to yourself and others. • While at work, take reasonable care for your own health and safety and ensure what you do does not negatively affect the health and safety of others. • Comply, as far as you possibly can, with any instructions, policies, procedures or guidelines given by WellingtonNZ in relation to health, safety and compliance. • Report any potential hazards or risks to health and safety or the environment as soon as is possible to take immediate action to minimise or mitigate these if it is not potentially harmful to your own health and safety. • Initiate the necessary documentation required for offsite work (e.g. RAs) and ensure documentation is completed and signed off at least 48 hours prior to the activity beginning.
WellingtonNZ collaboration	• Maintain a "WellingtonNZ-wide" perspective with all of your work • Consider how your role links and contributes to other areas of WellingtonNZ, and actively engage when required • Communicate with fellow WellingtonNZ colleagues on work, initiatives and projects • Actively collaborate and participate in WellingtonNZ-wide initiatives and projects.

Job outcomes: visible and measurable evidence of success in the role.

Outcomes/results	Target measure
Programme Management	• Overall integrity and coherence of the REDP. • Programme delivery issues are resolved efficiently and effectively. • Dependencies across and within the programme are identified and resolved.

	• Strategic oversight and reporting are provided to the Steering Group, and the Wellington Regional Leadership Committee. • Good practice in Project Management disciplines across the programme, within projects, and amongst partners • Mechanisms and protocols are established that ensure regular dialogue with all programme participants including contractors to promote problem solving, team working, risk-sharing and implementation.
Operational delivery	• Initiatives within the REDP are delivered successfully and occasionally deviations managed appropriately. • Progress is reported to the Steering Group, via status reports and attendance at meetings. Quarterly reports to key stakeholders, including the Wellington Regional Leadership Committee.
Relationship Management	• Close working relationships with all parties involved in the delivery of the work programme are built and maintained. • Key relationships across the programme are managed to ensure best outcomes for the region as a whole including high level assessment and management of the expectations and requirements of key stakeholders. • Input to programme /projects from external agencies, business and Government departments/agencies is facilitated and managed. • Appropriate participation in external networks to engage with and understand stakeholder intentions/strategies and plans as they relate to the REDP work programme.

Competencies: specific skills, traits and competencies necessary to be successful in the role.

Competency	Description of competency
Functional skills and experience	• Experience in a programme management role in a complex environment with multiple customer and stakeholder expectations

	• Proven experience in developing and maintaining relationships with a wide range of stakeholders • Experience in managing iwi/Māori relationships and projects, including knowledge and skills in an iwi/Māori context and the application of Te Tiriti o Waitangi, Tikanga and te reo Māori. • Understands financial budgeting/planning and forecasting • Effective interpersonal, negotiation, and communication skills, including proven ability to communicate at all levels and ability to adapt communications and presentations according to the audience • Knowledge of the region, its people and its economic development context, opportunities and objectives • Experience developing projects independently and as part of a team
Creating a vision	• Understanding the strategic context • Challenging the status quo • Accepting challenges • Committing to the vision.
Leading with purpose	• Living our values • Having the courage to question and speak up • Adapting your style to meet individual needs.
Making things happen	• Giving timely and constructive feedback • Staying close to the issues • Collaborating for better decision-making • Recovering quickly from setbacks.
Building an awesome team	• Valuing uniqueness and differences in others • Trusting others • Sharing information, collaborating and helping others.

Being authentic and inclusive	• Recognising your own strengths and areas for development • Asking for and responding positively to feedback • Questioning and challenging others with respect • Owning your mistakes.

Values: our purpose and values which bring to life WellingtonNZ's aspired culture.

Purpose	To make the Wellington region thrive as a place to live, visit, study, work, do business, and invest
Better together	• We are collaborative • We back each other • We celebrate our differences and experiences • We create and share ideas together • We focus on teamwork and empower individual brilliance
Passionately curious	• We are brave • We think differently and give it a go • We seek to understand before being understood • We embrace the possibilities of tomorrow
Choose joy	• We bring and share joy in our work everyday • We celebrate our wins and learn from our losses • We have fun and get the mahi (work) done • We give praise and recognition