



**MINISTRY OF FOREIGN AFFAIRS AND TRADE  
POSITION DESCRIPTION**

<b>Position Title</b>	Programme Manager
<b>Division</b>	Human Resources Division
<b>Group Classification</b>	Specialist
<b>Responsible to</b>	Director, Human Resources Division
<b>Functional Relations with</b>	HRS division, managers and staff in the Ministry and employee representatives
<b>Position Objective</b>	To assist the Director, Human Resources Division with provision of programme management involving the coordination and oversight of a number of HR projects.

**Organisation profile**

The Ministry of Foreign Affairs and Trade, under the statutory authority of the Foreign Affairs Act 1988, conducts the Government's business with foreign countries and their governments, and with international organisations. It advises the Government on foreign and trade policy issues that will affect New Zealand's interests in relation to other countries. On behalf of the Government, it enters into dialogue with other governments, to implement New Zealand's policies and promote New Zealand's interests.

Other key roles of the Ministry include:

- Oversight of New Zealand's international relations.
- Protecting the interests of New Zealand citizens overseas.
- Management of financial assistance, through a semi-autonomous agency, New Zealand Agency for International Development (NZAID), to developing nations.

**Nature and scope**

The Ministry of Foreign Affairs and Trade is a career organisation which relies on a dedicated career service of rotational staff who possess and develop professional diplomatic, consular, management and administrative skills and experience, as well as specialists in a range of work areas.

The Ministry's HR management is centralised in the Human Resources Division, which has responsibility for all recruitment and staff placement decisions, as well as HR policy development, performance management, remuneration management, learning and development, and staff administration including payroll, HRIS, transfers to the overseas service and administration of staff overseas.

**DUTIES AND RESPONSIBILITIES****Programme Management**

Development of a master HR programme plan, identifying all HR projects, deliverables, timeframes and interdependencies.

Monitoring and reporting on progress of projects against deliverables and timeframes.

Oversight of the implementation of project or review recommendations

Provision of advice and assistance in the development of terms of reference for projects, including project methodology and approach, governance structures and communication plans.

**Project Work**

Undertake or manage specific HR projects, and/or contribute to projects.

Assist with the implementation of project or review recommendations

**Operational HR**

Provide assistance to the Director HRS with reviewing reports and recommendations prior to sign off

Assist with the development and coordination of the Human Resources strategic planning and HR review process

Assist with the oversight of the operational delivery of the Division's work programme

## Skills and Knowledge

Extensive human resources experience at a senior level within the public sector

Proven experience in successfully managing a number of HR projects and their completion in the planned timeframes

Ability to plan, organise and monitor tasks at strategic and operational levels and deliver results on time

Analysis judgement and problem solving skills at a high level

Successful experience in leading change management initiatives

Excellent communication and influencing skills

Ability to manage multiple priorities and conflicting demands on one's time

**Competencies** The jobholder must demonstrate the following competencies:

Competency domain	Competencies
Professional Attitude & Organisational Alignment	<ul style="list-style-type: none"><li>▪ Change Leadership</li><li>▪ Executive disposition</li><li>▪ Work Standards</li></ul>
Teamwork/Leadership	<ul style="list-style-type: none"><li>▪ Team and Individual Development</li><li>▪ Contributing to Team Success</li></ul>
Strategic Thinking	<ul style="list-style-type: none"><li>▪ Strategic Decision Making</li><li>▪ Business Acumen</li></ul>
Relationship Management	<ul style="list-style-type: none"><li>▪ Building Partnerships &amp; Networks</li><li>▪ Building Trust &amp; Integrity</li></ul>
Technical / Professional Knowledge & Skills	<ul style="list-style-type: none"><li>▪ Technical/ Professional Knowledge &amp; Skills</li><li>▪ Communication Skills (Oral &amp; Written)</li></ul>

November 2009