



The Role

The Change Manager ICMS (Investment Contract Management System), will support Te Puni Kōkiri to understand and prepare for the impacts on people, processes and policies on implementing a new ICMS.

They will ensure that Te Puni Kōkiri is ready to implement and then embed new ways of working through effective and targeted engagement and communication initiatives, well-designed and delivered learning programmes and constructive change strategies.

The Change Manager will ensure a smooth transition from the old to the new and will support our kaimahi across Aotearoa on this journey.

Te Puni

To ensure we can deliver on our priorities the Organisational Support Te Puni supports Te Puni Kōkiri to be match-ready through our:

- People Development (delivering on our Hoa Mahi experience)
- Business Systems that are effective, efficient and responsive
- Assurance and identification and management of risk.

This is done by providing the processes, systems and advice that enables the organisation to operate effectively, including:

- Information & Technology Services
- Finance & Procurement
- Communications
- Strategy & Planning
- Risk & Assurance
- Legal Service
- Human Resources & Capability
- Ministerials & Business Support
- Project/Programme Support
- Asset & Property Management.

Investment Contract Management System (ICMS)

Te Puni Kōkiri are implementing a new ICMS (Investment Contract Management System). We are replacing an in-house system which has served us well over the last 20 years. The new system will be a 'one stop shop' for all users. Making it easier for Kaitono to apply for funding thereby improving the lives of whānau, iwi and hapū.

Te Puni Kōkiri

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

- Create a solid platform of community-based relationship and engagement with whānau, hapū and iwi;
- Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
- Position government to be an enabler and a partner, empowering Māori choices; and
- To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

Thriving Whānau is our vision.

Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: www.tpk.govt.nz

Our Values

Te Wero	we pursue excellence
Manaakitanga	we value our people
He Toa Takitini	we work collectively
Ture Tangata	we are creative & innovative

The Location:

Tari Matua, Te Whanganui a Tara,
National Office Wellington

Decision making/delegations:

Human Resources	N/A
Financial	N/A

Reporting lines:

Reports to: ICMS Project Manager
Responsible for:

Key Relationships:

Internal

- Project Teams
- Information Services
- Te Puni managers and staff
- Investment
- Regional Partnerships
- Finance & Procurement
- Communications

External

- Learning providers
- System provider
- Government agencies

Change Manager ICMS Investment Contract Management System

Knowledge, skills and experience

- Well-versed in Change Management with at least 5 years' experience, with some Government experience
- Up-to-date knowledge in current Change Management best practices and processes
- Successful development and implementation of practical change management strategies
- Understanding and appreciation of Te Ao Māori and Te Reo Māori. Interest and growing own knowledge of tikanga, the Treaty of Waitangi and engaging with whānau, iwi and hapū
- Experience managing business change involving an IT solution
- Preferably ProSci certification or equivalent
- Experience in developing training and delivering of workshops.

Accountabilities and Deliverables

Change management

- Engagement with Te Puni managers and staff to understand and analyse the potential change impacts for a new ICMS
- Identify Te Puni change readiness and work with them to prepare for change
- Development of a change management strategy for ICMS, including detailed training and communication plans

Training

- Training needs analysis using the impact analysis as an input
- Development of detailed training plans including the required resources, logistics and providers for implementation
- Development of training materials, tools and supporting aides for training kaimahi

Communication

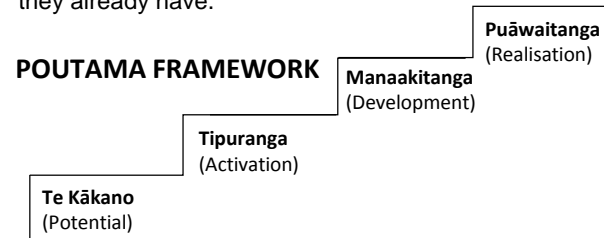
- Working with communications resources to develop a communication and engagement plan for ICMS ensuring our kaimahi are trained and part of this change
- Implementation of communications plan
- Māngai or spokesperson for the ICMS, developing and delivering key messages in a clear and concise communications-style using different channels
- On-going communication to internal and external stakeholders

Project management

- Ensure that the required project reporting, planning and timeframes are delivered
- Work collaboratively and effectively with project team and proactively managing risks
- Prepared to travel around Aotearoa.

Competencies

The competency framework for Te Puni Kōkiri is represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have.



Role specific competencies

Planning/Project Management	
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Core competencies

Māori Perspective	Tipuranga
Leadership	Tipuranga
Relationship Management	Puāwaitanga
Communicating effectively	Puāwaitanga
Results orientation	Manaakitanga
Business understanding	Puāwaitanga