

Position Description and Person Specification



Programme Director

In each and every appointment for employment at Tai Poutini Polytechnic, the “employer” is the Chief Executive of the institution.

Conditions of Service:	Individual Employment Agreement
Reporting to:	General Manager, Allied Trades, Auckland
Position Status:	Permanent, Full time
Remuneration:	Executive/Clerical Occupational Class Range: \$90,000+ subject to qualifications and experience
Functional Relationships:	Faculty staff nationally Programme Administrators Department Administrators Programme Leaders
Location	Auckland – Rainger House, Victoria St

Position:

We have a substantial business in training for industry, particularly workbased training. Within the group there are some 4,000 plus students per annum. Activities include both government funded and employer funded activity. Although there is a significant concentration in Auckland, NZ wide delivery is the norm with a number of purpose developed sites.

We are now establishing this new position which reports to the General Manager of the group to be responsible for

1. education, training and consultancy services, primarily in the fields of occupational health and safety, business and management, selected allied trades. This will include workbased degree provision in creative enterprise and business.
2. retaining and growing existing client relationships and secure new clients.
3. establishing and maintaining strong relationships with industry, including key industry bodies and professional associations to promote the polytechnic and generate new business.

We are looking for a significant expansion into strategic customised training solutions for companies and organisations to enhance their workforce performance.

We are looking for an experienced Product Manager who is passionate about building products that customers love. You will join a dynamic and fast-paced environment and work with cross functional teams to design, build and roll-out products that deliver clients' vision and needs.

Talk to us if you have:

- Experience in selling corporate training, trades training etc
- A commitment to quality delivery in and for the workplace.
- A record of developing and growing client bases and spend
- Business development experience
- A level 6 or 7 qualification in business, industry or education.

Responsibilities

1. Gain a deep understanding of customer experience, identify and fill product gaps and
2. generate new ideas that grow market share, improve customer experience and drive growth
3. Create buy-in for the programme vision both internally and with key external partners
4. Develop product pricing and positioning strategies
5. Translate product strategy into programmes and activities
6. Scope and prioritize activities based on business and customer impact
7. Deliver with quick time-to-market and optimal
8. Develop and evaluate promotional plans to ensure that they are consistent with product line strategy and that the message is effectively conveyed
9. Act as a product evangelist to build awareness and understanding within and without
10. Represent the organisation at the highest levels by visiting customers to solicit feedback on company products and services

Person Specification:

Essential:

- Understanding of the educational process and knowledge of instructional design theory and implementation
- Proven track record of managing all aspects of a successful product throughout its lifecycle
- Proven ability to develop product and marketing strategies and effectively communicate recommendations to executive management
- Familiarity with traditional and modern training methods and techniques
- Advanced organisational skills with the ability to handle multiple assignments
- Good written and oral communication skills
- Strong interpersonal skills

- Have an understanding of the New Zealand tertiary educational processes
- Strong problem solving skills and willingness to roll up one's sleeves to get the job done.
- Skilled at working effectively with cross functional teams in a matrix organization
- Proven superior administrative and organisational skills
- Good time management skills and multi tasking ability
- MS Office proficiency
- Level 6+ qualifications in relevant field.

The director will have to work within a nationally distributed operation and be able to travel when needed.

Personal attributes:

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of our students, internal and external customers through maintaining standards of quality and accuracy. Is committed to a service ethic and to developing and sustaining productive relationships built on trust and mutual respect.
- **Drive for Results:** Has the desire to attain standards of excellence and do better. Can be counted on to meet goals and is consistently a high performer. Is very bottom line orientated and can effectively plan, organise and prioritise tasks and activities to meet agreed deadlines. Steadfastly pushes self and encourages others for quality results.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with suggests effective solutions. Has the ability to see the detail, set priorities, anticipate consequences and identify solutions. Looks beyond the obvious and doesn't stop at the first answers.
- **Enthusiasm and Initiative:** Openly contributes to and participates in debates for new initiatives and their implementation. Is seen as a co-operative and collaborative team player who can represent their own and Faculty / Division interests while still being fair and considerate of others. Implements new ideas or potential solutions without prompting; does not wait for others to take action or to request action.
- **Organisational Awareness and Commitment:** Has the ability to understand both formal and informal structures and is willing to align behaviour with the needs, priorities and goals of the organisation, and to act in ways that promote organisational goals or meet organisational needs.
- **Personal Learning:** Knows personal strengths, weaknesses and limits. Picks up on the need to change personal and interpersonal behaviours quickly. Gains insights from mistakes of self and contributes effectively to balanced performance reviews and career discussions.

You will be backed by an organisation which specialises in work based education and training. We have the capability to develop and deliver programmes quickly using a range of delivery means.