

Programme Manager — *LifeKeepers suicide*prevention training programme

Mō mātou | About us

Le Va is a national primary prevention, non-government organisation focused on supporting people to reach their full potential so that our families and communities are flourishing. Our approach is holistic: we believe health encompasses mental, physical, social, and spiritual wellbeing. Our portfolio supports this perspective, encompassing mental health, addictions, disability, public health, youth wellbeing, suicide prevention, violence prevention, and cultural competency training programmes.

Le Va is an organisation within the Wise group and is a Peak Performing organisation. Peak Performance is about enabling individuals and organisations to continuously exceed their best in the pursuit of an inspiring purpose. It's a journey not a destination and it's about becoming the best we can be.

LifeKeepers is Aotearoa New Zealand's national suicide prevention programme designed to equip New Zealanders with the knowledge, skills and confidence to prevent suicide from within their communities.

Reporting to the senior manager of *LifeKeepers* - national suicide prevention training programme, this role is responsible for leading and managing the promotion, coordination and delivery of *LifeKeepers* across Aotearoa, New Zealand. *LifeKeepers* comprises three separate training modalities; an inperson, full-day training for the general population, an in-person, full-day training for Māori communities (Mana Akiaki) and an e-Learning modality. As Mana Akiaki is delivered to whānau Māori, hapū, and iwi this role requires competency and experience in working with Māori communities. At Le Va, we also support across teams, and the role will involve supporting other Le Va activities where required.

Mō tēnei tūranga mahi | About this role

As a programme manager, you are a vital part of Le Va's operational leadership team. The programme manager reports to the senior manager and is responsible for programmes within a Le Va portfolio. You will be leading and providing oversight of projects within *LifeKeepers*. This includes being responsible for operations, reporting, and the overall design, development, and implementation of programme activities.

For the programme manager, this means leading the management and coordination function of the project, as well as inputting into clinical decision making where appropriate. It is expected that all projects are evidence-informed, high quality, follow best practice standards, are within budget, on





time, and are evaluated - particularly to meet the needs of whānau Māori and communities across Aotearoa.

You will be working collaboratively with other staff, supporting them to develop their project management knowledge, as well as developing resources across Le Va's programmes of work. Specifically, this includes violence prevention, suicide prevention and mental health initiatives.

The role will require high-level external stakeholder engagements, fostering collaborations at a national level, as well as acquiring and maintaining small funding contracts.

Specific responsibilities of the role include (but are not limited) to the following:

- Scope Support and manage the design, development and implementation of LifeKeepers.
- Workplan Develop and deliver a detailed annual workplan for the respective portfolio, achieving required performance standards on time and within budget. Ensure the progress of the work plan is monitored and progressed. Oversee workplans of staff members.
- Relationship Management Identify, initiate and maintain relevant key stakeholder relationships and ensure these are positive, strong and ongoing.
- **Facilitation** Lead facilitation of community hui, education and trainings, and programmes.
- ** Administration and Coordination Development and oversight of a training plan/schedule of the delivery of trainings and hui to ensure required deliverables are achieved.
- Training Lead and deliver train the trainer trainings of Le Va content to other Le Va staff and external contractors.
- Evaluation and Measurement Lead the evaluation and measurement of all projects and programmes of work.
- Communications Lead the development and delivery of an approved communications plan for assigned projects.
- **Risk Management** Responsible for the identification, consultation and mitigation of risks within assigned projects and/or contracts.
- **Reporting Responsible for project reporting, for funders, Senior Manager, Le Va board, or the Chief Executive, as requested and reviewed by Le Va's Senior Leadership Team.





- Overall Programme design and programme management Responsible for leading the design, development, implementation and evaluation of assigned programmes respective portfolio.
- Operations Contribute to Le Va's organisational systems by supporting practice development, improvement processes, establishing models of evidence-based practice and building practice-based evidence. Gather, analyse, and disseminate on a regular basis information and resources that improve organisational knowledge, understanding and interests in sector best practices.
- Resource Development Lead the design and delivery of additional relevant resources, training, education, and tools required to effectively deliver on contracted deliverables.
- Strategic Provide regular updates to the senior leadership team on any strategic issues and trends that relate directly to assigned projects, programmes and/or contracts.
- Le Va wide support Support the development, coordination and delivery of all Le Va programmes, as required.
- Management Manage and inspire a team of staff, ensuring they are supported to be at their peak performance.
- Media Represent Le Va in the media, when directed and delegated by the Chief Executive, as required.
- Budget Develop and manage budget for programme and/or project with Senior manager oversight and approval.

The following general responsibilities are required for all employees at Le Va:

- Cultural Diversity and Collaboration Participate and collaborate as a member of the team, treating others in a fair and consistent way and providing support and encouragement to others. Work in a culturally safe and respectful manner, and always be mindful of the cultural diversity of the community.
- Programme Management Utilise Project Management tools and skills to ensure project deliverables are achieved on time, within budget and appropriate project financial reporting is provided.
- ** High Standard of Written Work Ensure a professional standard of written work, reporting, documentation, and communication at all times. All communication, both written and verbal





is clear, accurate, concise, and respectful in manner. Language used is appropriate for intended recipients of information.

- Managing resources, delegations and laws Prudently manage organisational resources (including financial and time of other staff) and abide by delegations, regulations, and relevant laws (eg. health and safety, privacy act, etc.).
- Meetings Actively participate as a team member in team hui, weekly project hui and daily engagements.
- Wise Group Policy and Health & Safety Follow Le Va and Wise Group policy, including a commitment to safety and wellbeing.
- Events and Meetings Represent Le Va at sector events and meetings in a professional and well-prepared manner as and when required.
- Working with WMS Engage staff of Wise Management Services, where directed, to deliver projects and services of the highest standard effectively and efficiently such as the Communications Manager, Financial Manager and/or accounts, IT Support, and administrative support (eg. front-desk receptionists).
- Communications Plan Develop and implement communications plans to a high standard, ensuring external and internal communications are within Le Va's communications style, including government reporting, social media, and e-Learning.
- Social Media Contribute to Le Va's social media platforms and online presence, including website, monthly e-newsletters, and weekly social media posts.
- Technical Support Ensure the right technical and content expertise is engaged in the design and delivery of all work to ensure projects are evidence-informed, high quality and follow best practice standards.
- X Provide a 100-day gameplan to the *LifeKeepers* senior manager for approval and review.

Mōu | You

X An achiever

You perform at an optimal level and hold high expectations and standards for your own work.

X Problem solver

You love it when people bring you complex problems to solve. You see troubleshooting as an awesome opportunity to put your analytical problem-solving skills to work.

X A connector







Champion collaboration to achieve collective goals by working together. This is demonstrated by taking a win-win approach, thinking beyond yourself, and taking opportunities to help others. You also bring people, groups, and organisations together.

Executor

Strengths in execution over strategy, with a growth mindset

Ngā tino pūkenga/wheako | Requirements

Essential

- Relevant post-graduate tertiary qualification.
- Five plus years' experience in project management.
- Expert level experience in project-management and time-management skills, including strong computer skills.
- **Experience** in clinical, management and/or leadership positions.
- Proven experience, knowledge and skills in the leadership of programme design, development, delivery, and evaluation.
- Proven knowledge and skills of working with hapori Māori.
- Moreon Demonstrable excellence in report writing and other written communication.
- Comfortable to work in the areas of mental health, suicide and sexual violence prevention.
- Moreon Demonstrable practice of the Te Tiriti o Waitangi principles.
- Current full, clean New Zealand driver's license and flexibility to travel nationally with ease.
- Experience in programme and workshop/training facilitation and delivery.
- Possesses a strong value base that supports inclusive ways of working with people from diverse cultural groups.
- Extensive and effective current Māori networks.

Preferred





- 💥 Relevant Post-Graduate Tertiary Qualification in health-related field.
- X A high level of te reo me ona tikanga Māori competency.
- **Experience** in community or social sectors.
- **Research** and/or evaluation experience and skills.
- Accounting and budgeting expertise.



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