

POSITION DESCRIPTION

Pacific Strategy Manager

Reports to:	Assistant Vice-Chancellor Pacific
Division:	Office of Deputy Vice-Chancellor Academic
Tenure:	Permanent
Location:	Hilcrest Campus
Date Issued:	November 2025

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Office of the Vice-Chancellor is the administrative headquarters and the chief executive office of the University. The Deputy Vice-Chancellor Academic's (DVCA) portfolio provides comprehensive academic and student services to the University and our students. The Assistant Vice-Chancellor Pacific (AVC Pacific) portfolio provides strategic leadership for the university's efforts to deliver better outcomes through tertiary education for Pacific learners, staff, families, and communities.

The University of Waikato is committed to building and enhancing the Pacific dimensions of our institution, and to realising the educational aspirations and success of Pacific people. The AVC Pacific team (also known as Pacific at Waikato) plays a pivotal role at the University of Waikato in

advancing the success and wellbeing of Pacific learners, staff, families, and communities as it coordinates activities necessary to deliver the objectives of the Pacific Plan, including:

- Objective 1: Demonstrate and grow leadership on Pacific success.
- Objective 2: Illuminate, clear and open Pacific learner success pathways.
- Objective 3: Deliver substantive outcomes for Pacific learners.
- Objective 4: Promote and deliver high-quality teaching and learning support.
- Objective 5: Foster and support lifelong success.
- Objective 6: Value, grow and attract Pacific staff.
- Objective 7: Grow Pacific researchers and research excellence.

The AVC Pacific portfolio currently deliver eleven programmes ranging from high school and transition into study to higher degrees, research and professional development which are designed to smooth pathways through cultural legacies of learning and leadership.

2. POSITION PURPOSE

To support the success of the AVC Pacific's portfolio by providing high quality co-ordination of the University's Pacific strategy, initiatives and projects. This position will maintain a comprehensive overview of the key activities across the portfolio. Working closely with other Pacific at Waikato leaders, they will provide connectivity and alignment across areas and workstreams. They will provide regular reporting to the AVC Pacific, the Deputy Vice-Chancellor Academic (DVCA), senior leaders, stakeholders and relevant committees.

The position will also manage projects within the AVC Pacific's portfolio or otherwise initiated by the Assistant Vice-Chancellor Pacific.

To be successful the Pacific Strategy Manager will build strong relationships with a wide range of stakeholders, develop a deep understanding of the workstreams within the AVC Pacific's portfolio, and communicate effectively with various audiences. They will be proactive in identifying opportunities and challenges and will play an important role in problem solving and strategic planning.

3. ACCOUNTABILITY

The Pacific Strategy Manager is responsible to the Assistant Vice-Chancellor Pacific.

4. FUNCTIONAL RELATIONSHIPS

Internal: Assistant Vice-Chancellor Pacific
Deputy Vice-Chancellor Academic
Director, Academic Office
The University Librarian
Director of Student Systems and Administration
Director of Student Services and Pastoral Care
Manager Policy and Governance
Office of the Vice-Chancellor
AVC Pacific team
DVCA colleagues
Associate Deans Pacific and other Pacific academic leaders and colleagues
Information Technology Services
Planning, Performance and Analytics

External: Pacific stakeholders and communities
Relevant government ministries and agencies
Relevant staff at other universities

5. KEY RESPONSIBILITIES

Stakeholder Engagement and Reporting.

- Build and maintain collaborative relationships with a variety of stakeholders across the AVC Pacific's portfolio and the University.
- Undertake consultation and communication activities to ensure positive stakeholder relationships and confidence in the strategy function of Pacific at Waikato.
- Conduct regular meetings and updates to keep stakeholders informed and gather information required for strategic management aspects of the role.
- Establish a reporting structure, including written and oral reports, for a range of audiences including senior leaders and stakeholders. Prepare and present reports on a regular basis.
- Work closely with the AVC Pacific and Pacific at Waikato leadership team to maintain visibility of work across the portfolio and provide updates on progress and key activities within the portfolio.

Strategic Management

- Establish a robust record keeping structure for high-level information related to key initiatives and projects within the AVC Pacific portfolio.
- Through established relationships maintain an up-to-date record on progress of these initiatives and projects, providing visibility of the overall performance and risk profile across the AVC Pacific portfolio.
- Maintain up-to-date records related to progress on Pacific aspects of the recommendations and affirmations of the Cycle 6 Academic Audit as well as stand-alone projects administered elsewhere but falling under the AVC Pacific responsibilities.
- Work with stakeholders to undertake risk management analysis and provide advice on raising all major risks or issues as appropriate.
- Contribute to the development of long-term Pacific-relevant academic and other plans, ensuring alignment with the University's vision and strategy.
- Analyse data to inform strategic decision-making.
- Work with stakeholders to monitor and evaluate the effectiveness of strategies, initiatives and projects.
- Contribute to continuous improvement activities.
- Maintain awareness of Pacific-related trends and developments in the tertiary education sector. Conduct environmental scans and SWOT analyses to inform strategic planning.

Project Management

- Develop project plans, timelines, and budgets, and track progress against milestones.
- Deliver assigned projects using appropriate project management methodologies.
- Coordinate cross-functional teams and stakeholders to ensure successful project outcomes.
- Utilize data to identify areas for improvement and recommend evidence-based solutions.
- Identify and mitigate project risks, ensuring proactive problem-solving and contingency planning.
- Provide feedback, advice, project updates and encouragement to team members.
- Create communication plans and execute them appropriately.
- After projects have been completed, evaluate their success and contribute to continuous improvement.

Other

- Provide back-up committee servicing support for the Pacific Strategic Committee where required.
- Participate in the team culture of collaboration and support. Share expertise and contribute knowledge and ideas to individual and collective challenges across the portfolio.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Team Contribution

- Work effectively as a member of the Pacific at Waikato team to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

Continuous Improvement

- Actively contribute to the ongoing development and improvement of university systems and processes, including those vital to monitoring, maintaining and improving outcomes through tertiary education for Pacific learners, staff, families and communities.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

6. PERFORMANCE STANDARDS

The Pacific Strategy Manager will be performing satisfactorily when:

- The AVC Pacific is supported in having oversight of the strategies, goals, initiatives, and projects being undertaken across her portfolio.
- Positive relationships with stakeholders are established and maintained. Communication is effective and stakeholders' express confidence in the strategy function of the AVC Pacific team.
- Timely updates are provided to stakeholders, ensuring they are well-informed and engaged. Feedback from stakeholders indicates satisfaction with the communication process.
- A robust record-keeping system for key projects and initiatives is established and maintained. Records are accurate, up-to-date, and easily accessible.
- A comprehensive reporting structure is developed and implemented. Reports are prepared and presented on schedule, and feedback indicates that they were informative and useful.
- Contributions are made to the development and monitoring of long-term Pacific plans. Data is used to inform strategic decisions.
- Project plans, timelines, and budgets are developed as required. Projects are delivered on time, within budget, and met objectives. Groups are coordinated effectively, and risks are identified and mitigated proactively. The success of completed projects is evaluated, and improvements were implemented. Lessons learned are documented and applied to future projects.
- Reliable back-up committee servicing support is provided.
- Active participation in a collaborative team culture is demonstrated. Contributions to team challenges are valued and recognized.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A tertiary qualification in a discipline that fosters analytical and written communication skills.

Preferred

- A qualification in the area of project management.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Excellent written and oral communication skills to effectively engage with stakeholders, prepare reports, and present findings.
- Demonstrated ability to work across all areas of a large organisation to successfully manage and maintain constructive relationships.
- Demonstrated ability to gather, manage and integrate complex information to deliver an outcome.
- Demonstrated ability to successfully lead projects and familiarity with project management software and methodology.
- Demonstrated ability to undertake analysis of complex business systems.
- Ability to analyse data, conduct environmental scans, and perform SWOT analyses to inform strategic planning.
- Understanding of risk management principles and practices to identify, assess, and mitigate risks.
- Advanced level of knowledge Microsoft applications.

Preferred

- Experience working in partnership with Pacific people, cultures and communities to deliver an outcome.
- Fluency in one or more Pacific languages
- Knowledge of tertiary education systems, structures and processes.
- Experience working in a tertiary education environment.
- Leadership skills, including those relating to tautua (service-based leadership), kuleana (responsibility) and teu le va (nurturing relationships).

PERSONAL QUALITIES

- Aloha/Alofa/'Ofa: Respect for others
- Integrity: Professionalism, respect for confidentiality, tact and diplomacy.
- Adaptability: Flexible and open to change, able to adjust to new situations and challenges with ease.
- Empathy: Understanding of different perspectives and work styles, fostering a supportive and collaborative work environment. Able to act diplomatically in potentially contentious or sensitive situations.
- Resilience: Able to maintain composure and perseverance in the face of challenges and setbacks.
- Attention to Detail: Pays close attention to all aspects of the role, ensuring accuracy and thoroughness in work.

- Proactivity: Takes initiative and anticipates needs, addressing issues before they become problems. Self-motivated with a pro-active approach.
- Dependability: Reliable and consistent in delivering high-quality work and meeting deadlines.
- Positive Attitude: Maintains an optimistic and enthusiastic outlook, contributing to a positive team atmosphere. Commitment to a culture of openness, flexibility and cooperation.
- Strong Work Ethic: Demonstrates dedication, diligence, and a commitment to achieving goals and objectives.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.