

Position Description: Programme Manager – Eliminating Facial Eczema Impacts

Directly responsible to:

Portfolio Manager – Animal Health and Welfare Research Programmes

Directly responsible for the functions:

Programme management:

- Governance and advisory groups – ensures Programme Governance Group and advisory groups are kept informed and have confidence in the programme.
- Co-ordinate project planning and delivery – works with programme leads to develop research plans, timelines and milestones.
- Budget management – tracks and monitors invoices against overall programme budget and annual plan.
- Risk management – identifies and assesses risks associated with programme and delivery
- Collaboration and decision-making – fosters a constructive environment across the programme team and drives timely, well-founded decisions from programme leads of different disciplines.
- Stakeholder engagement – manages sensitive relationships and conversations with key external stakeholders, funders and sector partners.

Our Vision

Thriving sheep and beef farmers, now and into the future.

Strategic priorities:

Championing farming excellence – On-farm extension focused on enhancing productivity, profitability and sustainability; Investing in research and innovation to solve sector production challenges.

Advocacy – Championing farmers' interests; Shaping the future domestically and internationally.

Energising the sector – Leading, building trust, reputation and confidence; Proudly celebrating sheep and beef farming.

Position purpose

The Programme Manager is responsible for the successful delivery of the pan sector Eliminating Facial Eczema Impacts Programme, a multi-million-dollar programme ending December 2030. The Programme Manager is critical in creating and maintaining focus, enthusiasm and momentum to achieve the successful delivery of this programme and will support a governance group led by an independent Chair.

To achieve success in this role, the Programme Manager will be an excellent communicator, cognisant of the needs of multiple stakeholders and adept at establishing and maintaining relationships with key stakeholders, managing expectations and handling sensitive conversations with tact and discretion. These stakeholders will include colleagues, farmers, researchers/service providers, funders, governance and the public. They will also have strong skills in programme delivery and implementation of outputs. Skills in facilitating research programme design are desirable.

The Programme Manager will lead through influence rather than line authority, bringing together experts from different disciplines and driving timely, well-founded decisions. They should also be adept at problem solving and competent at risk identification, mitigation and management. The Programme Manager will demonstrate strong writing skills, be able to communicate technical information for non-scientific audiences, and deliver consistent attention to detail. The Programme Manager will also be required to manage and develop contracts, budgets and report writing, while coordinating the team's activities and deliverables.

Key accountabilities

Programme Management	**Reporting and Meeting Management**
Develop partnerships to drive effectiveness	**Personal, Team & Project-Based Contribution**
Financial Management	**Health & Safety**

Key accountabilities	Job holder is successful when
1. Programme management *The Programme Manager provides structure for Facial Eczema research and is responsible for the professional and effective management of this programme.*	• All planned activity related to facial eczema research is well managed. This includes deliverables, contracts, timelines, milestones (including peer review), planning outcomes and capturing measures of success (Key Performance Indicators), maintaining a risk register, budgets and invoicing and reporting. • Contracts and associated technical specifications (project plans and milestone deliverables) are developed for the programme in collaboration with others to ensure the required skills and expertise to deliver the programme outcomes is available. • Individual projects deliver the outputs and outcomes that B+LNZ desires, within the timeframe and to a high standard. Where projects are not meeting agreed outputs and outcomes or are off-track, these are reviewed, issues escalated as necessary, and changes are made to redefine or bring the work on track. • A 'no-surprises' communication approach is taken with the Head of Science and Research, General Manager – Research and Genetics and the governance group on significant and material activity in all key projects.
2. Develop partnerships to drive effectiveness *The Programme Manager is responsible for building and maintaining relationships and*	• Cooperation amongst project/programme team with sharing of common plans and alignment where appropriate to ensure information exchange and optimal use of resources.

Key accountabilities	Job holder is successful when
partnerships to ensure successful delivery of the programme.	• Strong relationships and effective communication with project partners and other stakeholders to keep others motivated, engaged and informed on project progress and needs. • Without line authority, programme leads and project teams from different disciplines are brought together, disagreement is surfaced and worked through, and timely decisions and commitments are secured, so results are achieved and projects are successful. • Projects are managed with a flexible and agile approach to ensure the achievement of multiple (and sometimes competing) priorities. • Decisions that stall or cannot be resolved at programme level are escalated promptly to the Portfolio Manager or governance group with clear options and a recommendation. • Sensitive or difficult messages (for example, projects off track, changes to contracts or scope, or unwelcome results) are delivered to key external stakeholders early, honestly and with tact, preserving trust and relationships. • Competing stakeholder interests across the sector are understood and navigated, and the political implications of programme decisions are anticipated and managed.
3. Financial Management *The Programme Manager is responsible for the effective and cost-efficient management of Facial Eczema research budget.*	• Financial reporting and updates are clearly and honestly presented to ensure full awareness of progress, achievements, issues and risks. • The Facial Eczema research budget is managed effectively; activity sits within budget, efficiencies are made where possible, material variances are accounted for, and reporting is complete within agreed time frames.
4. Reporting & Meeting Management *Co-ordinate reporting and meeting management*	• Relevant meetings are planned and executed effectively and efficiently where required. • Reporting and updates are clearly and honestly presented so the governance group and Advisory Groups are aware of progress, achievements, issues and risks. • Reporting and communications to the governance groups and/or funding bodies meet their stated expectations in content, timelines and agreed standards. • Meetings are managed appropriately with agendas, papers and minutes and action points developed and circulated in a timely manner.
5. Personal, Team & Project-Based Contribution *The Programme Manager will contribute to their own professional development, and organisational and team projects as required, to meet the priorities and needs of the business.*	• Personal and professional development is proactively managed to meet the current and emerging capability needs of the role and the organisation, whilst supporting personal growth. • Where delegated, opportunities to represent the Farming Excellence team in cross-organisation projects or committees are undertaken. • Teammates, project leads and members and others value the contribution, expertise and professionalism of the Programme Manager.

Key accountabilities	Job holder is successful when
6. Health & Safety ("H&S") *The Programme Manager will proactively engage in all areas of health, safety and wellness of the organisation and industry.*	• All contracts entered into with third parties comply with B+LNZ policy and meet all legislative requirements as set out in the Health & Safety at Work Act. Consult, cooperate and coordinate with any funding body to ensure compliance under the HSW legislation and ensure reporting as appropriate. • Shows responsibility for own health, safety and wellbeing, is proactive in own actions to keep self and others safe and cooperates with local workplace safety management practices, policies and procedures that support a healthy, safe and well culture. • Accidents and incidents are reported as soon as possible through Auditz, B+LNZ's safety management system, or to the line manager.

Key relationships

Key external relationships

Independent Chair and Programme Governance Group, advisory groups, funders (MPI and NZMB) and sector partners, service providers and research organisations, farmers including Māori agribusiness, and collaborators.

Key internal relationships

Portfolio Manager – Animal Health and Welfare Research Programmes, Head of Science and Research, General Manager – Research and Genetics, Research & Genetics team, Extension Team, Communications team and Operations Team.

Location

Flexible – near B+LNZ office. Some travel will be required.

Hours

Core business hours are Monday – Friday 8.30 – 5.00pm. This position is fixed term until 15 December 2030.

The incumbent may be required to work outside these hours from time to time.

DATED: October 2026

PERSON SPECIFICATION: Programme Manager EFEI

Technical Knowledge + Expertise

- Deep understanding of NZ's primary production sector and its importance to New Zealand
- Understanding and affinity with the livestock sector ideally in animal health
- Effective leadership, interpersonal and communication skills, including leading through influence without formal authority
- The ability to command respect and to create a sense of community amongst the members of the various teams
- Sufficient seniority and credibility to challenge and advise senior scientists, providers and project leads on their projects in relation to the programme
- Good knowledge of techniques for planning, monitoring and delivering programmes
- Good understanding of the research procurement process including negotiation with providers
- Demonstrated competency of programme and project management approaches
- Demonstrated competency for budgeting and resource allocation
- The ability to find ways of solving or pre-empting problems

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Education + Experience

- A degree in an area of relevance to agricultural science preferably post-graduate or equivalent experience
- A project management qualification or relevant experience
- At least five years' experience managing projects and resources, with experience managing multi-party funded projects.
- Demonstrated track record of delivering outcomes through people outside their line management, in a matrix or multi-stakeholder environment, including engaging senior external stakeholders on sensitive issues.

PERSON SPECIFICATION: Programme Manager EFEI

Communication, Collaboration + Relationships

- Builds appropriate rapport and maintains relationships with all people, up, down and sideways, inside and outside the organisation and across a variety of functions and locations
- Adjusts communication content and style to meet the needs of the audience
- Politically astute; reads stakeholder agendas and dynamics and anticipates the implications of programme decisions
- Handles difficult and sensitive conversations with senior external stakeholders with tact, honesty and discretion
- High level of competence in verbal and written communication in a variety of settings
- Provides timely and helpful information to others and keeps people informed
- Is seen as a team player, who is cooperative, contributes ideas and encourages and initiates collaboration

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Influencing, aligning and driving decisions

- Creates strong morale and motivates programme team members to step up, take ownership and commit to decisions
- Empowers team members, invites input, fosters collaboration, shares ownership and accountability and celebrates success
- Comfortable with constructive conflict; willing to challenge strong-minded experts, frame trade-offs and bring discussions to a decision
- Demonstrates drive for results and encourages diverse thinking to promote and nurture innovation
- Able to bring together different people, perspectives and skill sets and utilise diversity to achieve the team's goals or organisation's strategy
- Able to coordinate teams and agree work priorities, hold people to their commitments and monitor outcomes without relying on positional authority

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Customer Orientation

- Does everything with the best interests of the customer, farmer, stakeholder or sector in mind
- Has a clear understanding of other groups' business priorities and how to create impact for them
- Is dedicated to meeting the needs of internal and external customers
- Able to stand in customers' shoes, show empathy and uncover their needs and experiences
- Communicates ideas and solutions and brings the customer along on the journey
- Builds trust and respect over time as delivers on promises

PERSON SPECIFICATION: Programme Manager EFEI

Problem Solving + Decision Making

- Proven ability to exercise sound judgement and judges the course of action optimistically, objectively, and based on analysis, wisdom and experience
- Considers the broader picture when making decisions
- Frames problems, opportunities and ideas in a way that clearly conveys empathy for users and the potential value for the organisation
- Ability to assess and analyse information to identify risks and opportunities to make informed and justified decisions

Drive + Results Focused

- Works independently/autonomously, managing own time, priorities and deadlines effectively with the flexibility and adaptability to attend to urgent and unscheduled tasks
- Able to manage workload, tasks and priorities effectively and can be counted on to deliver agreed outputs
- Shows initiative, is proactive and able to self-direct

Personal Attributes

- A champion of the culture of the organisation
- Adheres to and promotes the core values of the organisation
- Has a personal commitment to personal excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions
- Instils trust, keeps confidences and honours commitments
- Resilient and composed when managing pressure, conflict and competing demands
- Intuitively knows what is right and will do the right thing when no-one is looking
- Establishes an environment of respect and trust when working to advance cross cultural understanding
- A willingness to develop and apply a growing understanding of Te Ao Māori, tikanga, and Te Reo with their work
- Must have a strong commitment to furthering the success and prosperity of the New Zealand sheep and beef industry