

PROGRAMME MANAGER - AIP POSITION DESCRIPTION



Position Title: Programme Manager AIP
Location: Auckland or Wellington, New Zealand
Reporting to: Chief Operations Officer

About Invest New Zealand

Our purpose is to increase the flow of international investment to support New Zealand's long-term economic prosperity. We focus on securing strategically significant investments in sectors which have the greatest potential impact on productivity and growth, alongside the effective implementation of the investment component of the Active Investor Plus (AIP) Visa scheme. Invest New Zealand (Invest NZ) is an Autonomous Crown Entity with a culture of high-performance and collaboration.

Role Purpose

The Programme Manager oversees the AIP programme end to end process, manages team workflow and assessment pipeline, manages key stakeholder relationships and inter-agency collaboration, management of external queries including complex legal issues, responsible for continuous improvement and implementation of policy changes, ensures programme milestones and objectives are met.

This role has broader responsibility for coordinating the operational delivery of the AIP investment programme, including oversight of assessment workflows, quality assurance, stakeholder management and implementation of policy and process improvements. You will work across Invest NZ and with external agencies to ensure the programme is delivered consistently, efficiently and in line with legal, regulatory and operational requirements.

Key Responsibilities

Part of a small team of dedicated professionals, you will lead the effective delivery of Invest NZ's responsibilities under the AIP programme, with a focus on programme management, workflow oversight and stakeholder coordination. This includes:

- Overseeing the end-to-end AIP assessment process, including managing team workflow, prioritisation and the assessment pipeline to ensure timely, high-quality delivery.
- Managing complex applications, external queries and escalated issues, including those involving legal, regulatory or policy interpretation.
- Leading engagement with key stakeholders across government, applicant entities, advisers, fund managers, licensed immigration advisers and policy agencies to support effective programme delivery.

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- Driving continuous improvement of the AIP programme through process optimisation, quality assurance, collateral updates and implementation of policy changes.
- Monitoring programme milestones, service levels and operational objectives, and ensuring risks, issues and dependencies are proactively managed and escalated where appropriate.
- Supporting decision makers with clear, well-structured information and recommendations on complex or novel matters relating to AIP investments.
- Responsible for high quality reporting to Board/Ministers and other stakeholders, ensuring high standards of governance and oversight, managing the compliance aspects of the programme, proactive risk management
- Supporting broader programme initiatives to support Invest NZ's role under the AIP framework.
- Supporting Invest New Zealand's broader legal needs, providing practical advice and guidance that helps keep the organisation safe, compliant and well-positioned to make sound decisions.

Success is:

- Ensuring the AIP programme is delivered efficiently end-to-end, with clear ownership of workflow, priorities and milestones.
- Providing trusted leadership and sound judgement on complex applications, stakeholder issues and legal or policy questions.
- Maintaining strong and credible relationships with internal and external stakeholders, including government partners and industry participants.
- Identifying opportunities for continuous improvement and successfully implementing process and policy changes.
- Maintaining high standards of governance, reporting, compliance and risk management across the programme.

Key Skills & Experience

- Admitted lawyer with qualifications in commerce and/or finance an advantage.
- Experience working in legal, risk and compliance environments, investment operations, financial services, regulation or a similar environment.

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- A deep understanding of funds management is preferred, together with experience in programme management and/or managing complex legislative/regulatory change programmes
- Demonstrated ability to manage complex workflows, competing priorities and delivery timeframes in a fast-paced environment.
- Strong judgement and problem-solving capability, including experience dealing with complex legal, regulatory or policy issues.
- Experience building and maintaining productive relationships with senior stakeholders across government, industry and advisory groups.
- Excellent written and verbal communication skills, including the ability to prepare clear, concise material for decision makers and stakeholders.
- A collaborative, proactive and outcomes-focused approach, with the ability to lead work through others and contribute to a high-performing team culture.