



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Team Leader, National Programmes

|                |                 |
|----------------|-----------------|
| Business Group | School Property |
| Location       | Flexible        |
| Salary band    | M4              |

## Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

## To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga***  
***We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

## Tēnei Tūranga | About the role

The Team Leader is responsible for leading a National Programmes team that delivers operational services, projects, financial and administrative processing, and contractor or partner-managed activities. The role ensures high-quality delivery, efficient workflows, strong team engagement, and effective collaboration with internal and external stakeholders.

The Team Leader, leads people, planning, and resources to support the delivery of outcomes aligned to the organisation's purpose and agreed strategies. The role primarily oversees a team of Delivery and/or Programme specialists, who collectively contribute to successful programme and project delivery.



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### Ngā Haepapa | Accountabilities

#### As a Team Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

#### As the Team Leader you will:

- Lead and develop a high-performing team, ensuring effective resource management, capability development, performance, wellbeing, and the delivery of organisational objectives within a safe, collaborative, and continuously improving environment.
- Lead and oversee the effective delivery of operational activities, projects, and services, ensuring work is completed accurately, efficiently, and to agreed quality standards.
- Monitor performance and workflow, allocate resources effectively, maintain accurate documentation and reporting, drive continuous improvement initiatives, and implement solutions that enhance service delivery, operational efficiency, and customer outcomes.
- Build and maintain effective relationships with internal and external stakeholders, including contractors, partners, customers, and cross-functional teams, to support the successful delivery of organisational objectives.
- Act as a key point of contact, manage partner and contractor performance, facilitate clear communication and issue resolution.
- Ensure robust financial, administrative, and operational processes are effectively managed, maintaining accuracy, compliance, and audit readiness.
- Oversee relevant budgets, expenditure, processing activities, systems, and reporting requirements, while identifying and resolving issues, supporting effective system use, and maintaining strong financial and operational controls.
- Support programme planning and strategic delivery through effective performance monitoring, reporting, analysis, and continuous improvement, ensuring team activities remain aligned with organisational priorities and customer outcomes.



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- Manage and resolve complex issues and risks, driving sustainable solutions and continuous improvement through effective analysis, stakeholder engagement, knowledge sharing, and a culture that encourages early identification and collaborative problem-solving.
- Identify patterns or systemic issues and work with internal teams to improve processes, reduce risks, and enhance team effectiveness.

You will make decisions in accordance with the Ministry's policies and delegations' framework.

## Wheako | Experience

- Relevant qualifications and practical experience in project and/or programme management, with a strong track record of applying recognised methodologies to achieve efficient outcomes.
- Demonstrated skills, experience, and/or relevant qualifications in property and/or infrastructure, supported by sound understanding of delivery environments.
- Proven team leadership experience, demonstrating accountability, professionalism, and a focus on delivery and continuous improvement.
- Experience developing, delivering, and monitoring workplans that align with organisational strategies, programme priorities, and operational requirements.
- Proven ability to design, implement, monitor, and continuously improve functional workflows and processes to support effective delivery.
- Experience leading or contributing to organisational change initiatives, including embedding new ways of working that deliver intended outcomes.
- Proven capability in identifying, managing, and mitigating risks, and applying lessons learned to improve future performance.

## Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Strong relationship management and stakeholder engagement skills, with the ability to establish trusted partnerships, influence decision-making, and achieve shared outcomes.
- Sound understanding of government and public-sector processes, with the ability to operate effectively within a regulated and accountable environment.
- Strong communication skills, with the ability to convey information clearly, listen actively, and engage constructively with others.
- A collaborative, supportive leadership style that promotes professionalism, respect, accountability, and a positive team culture.
- Demonstrated ability to remain calm under pressure, adapt to changing priorities, and take a solution-focused approach to challenges.
- Commitment to ongoing personal and professional development, with a willingness to learn, reflect, and continuously improve.



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## Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

|                                                              |           |
|--------------------------------------------------------------|-----------|
| Pou Hono   Valuing Māori                                     | Confident |
| Pou Mana   Knowledge of Māori content                        | Confident |
| Pou Kipa   Achieving equitable education outcomes for Māori  | Confident |
| Pou Aroā   Critical consciousness of racial equity for Māori | Confident |

## Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry's intranet.

## Ngā Whakaaetanga | Approvals

|                            |                  |
|----------------------------|------------------|
| Date Reviewed and Approved | 11 August 2026   |
| Approved By                | HR Advisory team |