

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Logistics Coordinator

Business Group	Te Pou Kōrero Digital and Data
Location	Wellington
Salary band	A5

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

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.

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.

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.](#)

What we do for Aotearoa New Zealand | To Mātou Aronga

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

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

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.

About the role | Tēnei Tūranga

The Logistics Coordinator will work within the Educational Measurement and Assessment team to ensure the successful logistic support and implementation of data collection phases of large-scale educational research studies. This will involve liaison and collaboration with schools and suppliers, planning and scheduling testing supervision, shipment of devices and hard packs, paying expenses and other admin support within the team.

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Accountabilities | Ngā Haepapa

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

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Logistics Coordinator you will:

- Using project management tools and systems, create, maintain and communicate testing schedule with project team, schools and other third parties such as Test Administrators, Printers, ITC supplier.
- Organise travel and accommodation for Test Administrators (TA) and Quality Monitors.
- Organise and maintain the computer shipping schedule and liaising with our ICT supplier.
- Be responsive to adjust schedule for make-up sessions and changes as required by school circumstances and other circumstances that arise.
- Organise venue, travel and catering for TA training.
- Check and process TA expenses associated with travel and accommodation.
- Ensure that temp staff complete timesheets each week and all recoveries are actioned.
- Prepare and send test administrator materials.
- Support the testing of the online assessment software.
- Liaise with schools on the sending and returning of administrative forms.
- Other administrative duties as needed.
- Provide support for events and activities of the Educational Measurement and Assessment team.

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

Experience | Wheako

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience planning and organising in a project or programme environment
- Experience providing event coordination

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- Proficiency with the Microsoft suite and ability to learn new IT systems quickly

Capabilities | Ngā Āheinga

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

- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Capacity to be flexible and work under time pressure to meet deadlines. • Good attention to detail

Our Cultural Competency | Tātai Pou

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

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.

Approvals | Ngā Whakaaetanga

Date Reviewed and Approved	September 2025
Approved By	HR Advisory Team