

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Programme Delivery Lead

Business Group	Te Poutāhū Curriculum Centre
Location	Wellington
Salary band	A8

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 Professional Development and Services team oversees and delivers high-quality, accessible curriculum and assessment focussed professional learning and development for educators.

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The Programme Delivery Lead will coordinate the delivery of our programme of Professional Learning and Development to support implementation of the refreshed New Zealand Curriculum and Te Marautanga o Aotearoa, managing project scope, risks, schedule and costs. Preparing reports for management regarding the status of projects that fall under this programme of work, ensuring clear lines of accountability. They work closely with the Principal Advisers – Professional Learning and Development and Lead Advisers – to deliver this programme of work.

Ngā Haepapa | Accountabilities

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 Programme Delivery Lead you will:

- Develop and maintain a comprehensive programme management plan and align and sequence activities to ensure that linkages and dependencies between related projects and initiatives are identified and managed
- Lead and support programme-wide planning cycles, including forward planning, dependency management and integration across initiatives.
- Ensure project scope, goals and deliverables are defined
- Manage risk and issues, including developing contingency plans
- Establish and execute effective programme communication plans
- Ensure stakeholders are communicated with at appropriate levels and intervals
- In a culture of collaboration and shared problem solving, work with wider Te Poutāhū business teams to assess and address any issues that arise, and co-ordinate and manage these appropriately in line with policy.
- Use relationships as the foremost tool to be achieving the best outcomes for all with all levels and categories of stakeholders and customers.
- Build effective relationships to progress project delivery and where necessary ensure any conflict between parties is resolved.
- Work collaboratively to support the Professional Development and Services team or other areas of the business as required.
- Prepare governance reports, project status reports, presentations, agendas, and minutes as required
- Maintaining logs and registers

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- Maintain quality process documentation

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

Wheako | Experience

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

- Experience in a complex organisation Experience developing, managing, and controlling project planning including risks, issues, changes, quality, timelines, costs, resources, interfaces and dependencies.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in managing public sector processes, in particular the identification and management of other risks
- Project Management certification such as MSP, PRINCE2, Agile preferred but not essential

Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Effective team building skills and the ability to mobilise others to get the project over the finishing line.
- Ability to manage conflict professionally.
- Demonstrated experience in project management environment delivering medium to large scale projects with multiple stakeholders to time and budget.
- Good knowledge of techniques for planning, monitoring and controlling projects.
- Knowledge of programme and project management methods.
- Ability to hold a tight line to prevent scope creep, and to deliver to deadlines.

Tātai Pou | Our Cultural Competency

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, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

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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.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	9 June 2026
Approved By	HR Advisory Team