Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, Delivery and Integration

Business Group	Te Pou Ohumahi Mātauranga | Education Workforce
Location	Wellington
Salary band	M5

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 āianei, 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 Manager, Delivery and Integration works across Te Pou Ohumahi Mātauranga, Te Tāhuhu o te Mātauranga and with other agencies to lead and drive the delivery of nationally significant projects and initiatives for the education workforce. The Manager leads the integration of systems and processes across the Workforce Experience and Delivery group and provides management and oversight of digital tools used across delivery and reporting activities.

You will play a pivotal part in the Workforce Experience and Delivery leadership team in embedding a culture of project and delivery excellence across the wider Education Workforce group. You will be responsible for building and managing a team of staff to drive the delivery of projects, and drive continuous improvement of systems and processes.

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The Manager, Delivery and Integration position requires a deep understanding of project and process design principles and methodologies, including the integration of digital tools into service delivery, exceptional people leadership and project management skills, and the ability to collaborate effectively with cross- functional teams.

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 Manager, Delivery and Integration, you will:

- Lead a team of specialists to deliver nationally significant school workforce initiatives with high stakeholder interest
- Deliver initiatives within a multi-functional governance framework, reporting to senior Ministry decision makers throughout the end-to-end implementation life cycle
- Lead the formulation of project management practices and frameworks that optimise project outcomes, align with organisational goals, and ensure efficient resource utilisation.
- Lead continuous improvement of delivery activities across Workforce Experience and Delivery
- Lead the integration of digital tools into all delivery and reporting activities across the Workforce and Delivery teams and provide oversight and co-ordination of these activities.
- Collaborate with cross-functional teams, including Policy, Data, IT and UX/UI designers, to translate requirements into delivery and technical solutions and user-friendly designs.
- Analyse data and generate insights to drive data-informed decision-making and strategy development.
- Provide oversight and business ownership of digital tools that support operational and project delivery, including platforms such as SurveyMonkey, Jira, Confluence, Miro, Salesforce, and emerging technologies.
- Lead and/or contribute to operational and strategic planning activities within the Workforce and Experience team and the wider business group as required

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- Work with internal and external partners to design and deliver initiatives that are fit for purpose within Kura Kaupapa Māori, Māori medium and English medium educational settings.
- Work with the Workforce Experience and Delivery leadership team to ensure effective resource allocation and management, and to build reporting frameworks.
- Ensure delivery of new initiatives and business improvements are underpinned by defined, agreed and documented business requirements
- Collaborate with stakeholders to gather requirements and define service level agreements (SLAs) for each service.
- Build and manage strong internal stakeholder relationships, providing tailored advice, analysis, and guidance to support high performance outcomes across cost, service, and quality.
- Collaborate with colleagues within the business group, and across the Ministry, to deliver seamless and efficient delivery of high-quality services to the education sector.
- Lead, mentor, and manage a team of delivery and business process specialists responsible for delivery and improvement of initiatives designed to grow, support and develop the education workforce
- Lead, plan, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- 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.

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:

- Proven team leadership experience.
- Proven experience implementing high impact initiatives within political contexts
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes, including through the use of digital technology.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.
- Extensive experience in Programme, Project or Change Management delivery experience including strong working knowledge of industry best practice tools (i.e. P3M3, PgMP, MSP, PROSCI).
- Experience working with a range of digital platforms including SurveyMonkey, Jira, Confluence, Miro, Salesforce, and emerging technologies to improve organisational performance
- Experienced at coaching and mentoring programme or project teams, business owners and sponsors to ensure quality project delivery and benefit realisation.

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Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Commitment to working collaboratively with internal stakeholders to lead and or contribute to organisational outcomes
- Ability to make data-driven decisions and recommendations involving issues of considerable complexity and the judgement to select and apply/recommend appropriate decisions.
- Strong political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- Strong strategic and critical thinking skills, with the ability to analyse complex requirements, identify risks and opportunities, and develop practical solutions
- Demonstrated ability to work across a range of digital tools and platforms to improve organisational performance, delivery outcomes and stakeholder experience
- Strong ability to clearly define business problems and outline detailed requirements for a solution that meets business requirements.
- Proven ability to lead data collection, monitoring and reporting activities to meet government and stakeholder reporting requirements
- A commitment to ongoing personal and professional development.
- Ability to attract and retain diverse talent.
- Know when and how to develop people and priority on increasing capability in the team.
- Drive engagement and create a workplace environment that nurture and sustain peoples' motivation to provide discretionary effort and sustain high level of perform.
- Resourceful and able to implement multiple and simultaneous activities to deliver desired outcome and results.
- Ability to apply knowledge of internal structures, processes, and culture to resourcing efforts.
- Strive for continual improvement.

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	Confident
Pou Kipa | Achieving equitable education outcomes for Māori	Confident
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	August 2026
Approved By	Hautū, Te Pou Ohumahi Mātauranga | Deputy Secretary - Education Workforce