Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, EPMO

Business Group	Te Pou Rangatōpū | Corporate
Location	Wellington/Flexible
Salary band	M6

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, EPMO develops and implements functional strategies, priorities and work programmes to support the achievement of outcomes that are aligned to the Ministry's purpose and agreed strategies.

You will provide leadership and guidance to the team responsible for enterprise-wide guidance, governance and standardised processes and frameworks to guide the way the Ministry completes portfolio, programme, project and change management.

Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

Ngā Haepapa | Accountabilities

As a Manager of 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 a responsive and integrated functional strategy and work programme, aligned to the Ministry's strategy and priorities.
- Manage and report on delivery against the strategy, workplan and budget to support performance against outcomes.
- Plan and manage budgets to support sound financial management and deliver maximum value from resources and investments.
- Develop, implement and maintain the right frameworks, capabilities and systems to achieve operational outcomes, manage people and risk, and support operational compliance.
- 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 inspired to perform at their best.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Create and support internal networks that support kaimahi to have a voice.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.
- Collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the Manager, EPMO you will:

- Provide advice and lead conversations on EPMO and investment related matters with Senior Leaders, Governance Boards and Te Pou Tokomanawa.
- Facilitate the use of organisational strategy to design and execute investment management approach and plan
- Communicate effectively and facilitate decisions including when there are different or conflicting perspectives across numerous stakeholders and business needs and drivers.
- Set up and run systems, practices and approaches to enable organisational investment review, reporting and prioritisation
- Understand both strategic and financial implications of investment choices, and able to provide consider that investments are being allocated optimally throughout the investment lifecycle.
- Hold strong relationships with projects, programmes and PMO's throughout the Ministry. This includes onboarding, coaching where required and lifting capability of project managers.
- Lead EPMO and investment capability improvements and advise on the formulation of Ministry Investment Management practices, including business planning and investment management processes, quality
- management and the building of organisational EPMO and investment capability. Lead Enterprise-Portfolio Management & Prioritisation.
- Embed the investment management approach, to ensure there is an integrated and consistent approach across the lifecycle. This includes continuous improvement approach.

Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

- Provide Ministry wide monitoring and reporting across the investment lifecycle, which includes appropriate analytics, insights and modelling.
- Ensure ongoing organisation learning takes place with respect to investment selection, prioritisation processes and benefits realisation.
- Maintain key stakeholder relationships across government agencies.
- Develop key strategic investment documents

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:

- People and operational leadership experience within a complex environment.
- Experience in developing and delivering integrated functional strategies, work programmes and budgets.
- Experience in leading and managing the development, implementation and ongoing monitoring of functional systems, frameworks and processes.
- Experience in leading organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a respectful, open and responsive culture.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in strategic and enterprise investment management and leading organisational change, preferably in a large public sector organisation.

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 shift mindsets and foster collaborative action.
- Understand both strategic and financial implications of investment choices Proven ability to use data and insights to identify trends, risks and opportunities, and to inform functional decision making.
- Able to build and strengthen the mana and understanding of the EPMO and associated investment function, through influencing and strong relationships within the Ministry and with Central agencies.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
    - colleagues
    - stakeholders
    - Māori and iwi
    - Ministers
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A track record of ongoing personal and professional development.

Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

- Knowledge of portfolio management methodologies.
- A proven track record leading an EPMO and/or a large portfolio of work, is preferable.

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 togive 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	19 August 2026
Approved By	Hautū, Te Pou Rangatōpū | Deputy Secretary - Corporate