Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Team Manager, Regional Transport

Business Group	Te Mahau | Education Services
Location	Wellington
Salary band	M3

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 Team Manager, Regional Transport leads and manages people, plans and resources to support the effective delivery of school transport services to students, schools and communities. Leading a regionally based team located in up to 10 local Ministry offices, you will set achievable workplans to guide and manage operational delivery, provide guidance on priorities and timeframes, and ensure national consistency is maintained across operational practice and outputs at a regional level.

You will also support the wider Delivery team to drive value for money and service efficiency through proactive contract and commercial management. You will also support our Regional Liaison Leads to build effective relationships with Te Mahau and maintain consistency in our day-to-day interactions with both schools and transport providers across regions.

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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 Manager, Regional Transport you will:

- Manage, support and guide your team to plan, implement and deliver effective transport services for students, school and communities within their assigned regions
- Develop and maintain relationships within and outside the Ministry, including with transport service providers
- Identify and implement opportunities for operational improvements to services and internal processes
- Manage, plan and implement programmes of work at a regional level to design and implement new school transport services or operationalise changes to existing services
- Provide technical leadership and advice to regionally based teams on supplier account management, compliance, route design, and other day-to-day tasks.
- Ensure the team has the tools, capabilities and resources to carry out its role and functions
- Act as a point of contact and escalation for regional school transport issues and put effective processes and mitigations in place to manage risks to continuity of service.

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

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Wheako | Experience

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

- Proven team leadership experience.
- 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.
- 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.
- Experience in commercial management, especially in a service delivery context, including supplier account management.
- Experience in public transport or a related field.

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.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- A track record of maintaining strong relationships among regionally dispersed teams.
- Excellent work planning and prioritisation skills, including the ability to triage and sequence tasks.
- Strong quantitative skills.

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, 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

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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	April 2024
Approved By	HR Advisory Team