Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

Director, Investment Planning

Business Group	School Network
Location	Wellington preferred (alternate locations considered)
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 Director, Investment Planning provides strategic leadership and stewardship of the school network investment system, ensuring that investment planning, prioritisation, and delivery are aligned to government priorities, system outcomes, and long-term sustainability. The role supports the General Manager and the network leadership team to lift performance and capability through thought leadership and expertise on strategies, work programmes, information requests and complex system issues. The Director plays a critical role in leading organisational change, strengthening capability, and embedding a network investment approach that enables better decision making, improved performance, and long-term public value. This includes supporting the General Manager to ensure visibility of network investment issues and undertake activities on behalf of the General Manager such as trouble shooting, driving a coordinated change effort and providing analysis of network investment challenges and opportunities.

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Ngā Haepapa | Accountabilities

As a Strategic Advisor 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.
- Share expert knowledge across the organisation and the system, working with others to inform system level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the Director, Investment Planning you will:

- Develop and lead the overall network investment management function, ensuring strong alignment across investment management and planning, policy, data, investment portfolio monitoring and benefits management and continuous improvement frameworks
- Provide strategic leadership of the school network investment system, ensuring it delivers long-term, sustainable outcomes for learners and communities.
- Support and advise the General Manager and senior leaders by synthesizing complex information and providing clear, actionable insight that supports delivery of the Network Foundational Plans through providing high quality planning and investment advice.
- Ensure that business improvement initiatives are aligned with and support the delivery of key strategic objectives and priorities.
- Lead collaboratively across organisational and system boundaries, bringing together diverse perspectives and functions to resolve complex issues and enable joined-up decision making.
- Act as a trusted source of network advice and guidance across Education Services, from regional network staff to Directors and other senior leaders.
- Act as a problem solver and fixer for the General Manager and respond to information requests from internal and external areas.
- Provide leadership and direction to teams, including coaching, developing capability, and fostering a collaborative and inclusive environment.
- Lead the development and continuous improvement of investment frameworks, portfolio management approaches, and performance monitoring, ensuring consistent and high-quality practice across the network
- Lead identification and management of risks and opportunities and trade-offs across network functions, identifying actions that need to be taken to improve outcomes and ensure accountability and alignment across functions.

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:

- Experience at a leadership level, ideally in a complex organisation.
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven experience within infrastructure/investment planning.
- Track record of success and results in a team leader / management role in a large and complex delivery organisation that involved strategic and financial/operational management accountability and a high need for stakeholder engagement.
- Proven ability and experience of leading a team to plan for infrastructure investment.
- Proven record in successfully implementing changes and improvements to processes and practices.
- Highly developed relationship management skills with a proven ability to consult and influence at all levels.

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.
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform system-level decision making.
- A proven track record of building and maintaining trusted relationships with:
    - colleagues
    - stakeholders
    - Māori and iwi
    - Ministers
- Sound political awareness and knowledge of government processes, with proven ability to navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- A relevant tertiary qualification.
- Proven critical thinking skills and analytical capability.

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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	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	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	19/08/26
Approved By	Geoff Short, Hautū, Te Mahau I Deputy Secretary, Education Services