

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, Industrial and Employment Relations

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
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 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 Manager Industrial and Employment Relations leads a team of experts to shape Employment and Industrial Relations, Remuneration and Integrity strategy, policy and practice and People Policy development and review. The role will also lead complex bargaining, build the trusted relationships needed to navigate change, manage risk and support constructive outcomes across the organisation.

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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.
- 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 the Ministry.

As the Manager Industrial and Employment Relations you will:

- Lead and drive the national industrial and employment relations strategy.
- Lead end-to-end strategy, preparation, and delivery of collective agreement negotiations.
- Build and maintain constructive, collaborative relationships with major unions, sector stakeholders, and senior leaders.
- Act as the subject-matter expert on IR/ER policy, mitigating reputational or service delivery risks related to workplace relations
- Advise leaders on critical employment and industrial relations issues with clarity, confidence, and strategic insight
- Lead the resolution of disputes, manage high-risk employment issues, and maintaining organisational stability through sound judgement and principled leadership.
- Ensure consistent, strategic, and future-focused IR/ER practices.
- Lead and drive the code of conduct and integrity strategy/policy and implementation of programmes.
- Lead and oversee the development of the remuneration and reward strategy.
- Oversee the design and implementation, of remuneration and reward frameworks that support organisational performance and workforce sustainability and consistent, transparent, pay practices across the Ministry.
- Lead the development, implementation, ongoing review and provision of advice on People Policies.

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 in senior human resources, employment law, or industrial relations, preferably within heavily unionised environments.
- Exceptional influencing, communication, and conflict resolution capabilities.
- Significant experience leading union bargaining and collective negotiations in large organisations
- Proven people leadership, with the ability to coach, guide and develop team members to deliver consistent, high-quality and customer-focused outcomes.
- Experience in leading the implementation, monitoring and improvement of systems, standards, frameworks, processes and guidance.
- Experience in developing and delivering integrated strategic and operational plans and budgets.
- Experience in driving organisational change aligned to strategic priorities that delivers intended outcomes.
- Experience in building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building strategic relationships and collaborating across organisations to achieve shared outcomes.

Ngā Āheinga | Capabilities

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

- A strong understanding of New Zealand employment law and its practical application
- Proven ability to build and maintain strong, constructive relationships with unions, executives and senior leaders
- Exceptional written and verbal communication skills, with the ability to influence at the executive level
- Technical depth and sound judgement in managing complex employment relations matters and organisational risk
- Strong partnership and influencing skills, with the ability to work across all levels of the organisation.
- Ability to operate confidently at executive level, presenting recommendations, managing challenge, and progressing decisions at pace and quality.
- 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.

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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.



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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	15 September 2026
Approved By	Hautū, Te Pou Rangatōpū Deputy Secretary - Corporate