

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, School Governance and System Improvement

Business Group	Te Mahau Education Services
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 School Governance and System Improvement team provides the Schooling Improvement practice centre for the Ministry and strengthens school governance, accountability, and educational improvement across the schooling system. The team develops governance frameworks, regulatory tools, intervention approaches, capability-building initiatives, and guidance that help schools and boards meet their responsibilities and improve outcomes for learners.

The Manager, School Governance and System Improvement provides the strategic direction for the function, and leads the performance, and continuous improvement of the Ministry's schooling improvement service, ensuring schools, boards, and regions are supported through effective governance frameworks, improvement approaches, intervention supports, and regulatory assurance activities.

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The Manager provides national leadership and oversight across:

- School board governance and support, including board elections, alternative constitutions, ministerial appointments, and board establishment, combination, and disestablishment processes.
- School planning and reporting frameworks that strengthen governance, accountability, and school effectiveness.
- The Schooling Improvement Framework, associated guidance, supports, and improvement approaches.
- Statutory interventions, intervention providers, and the Principal Recruitment Allowance.
- Regulatory assurance of school board compliance and governance obligations.
- Capability building for regional teams, statutory providers, and governance support networks that strengthen school performance, learner outcomes, and student wellbeing.

The role leads the Schooling Improvement Practice Centre, overseeing to the development of national frameworks, practice guidance, capability, performance insights, and continuous improvement approaches that strengthen school governance, accountability, and educational outcomes.

The Governance and System Improvement team sits within Operational Standards and Support, a group responsible for delivering key operational functions across early learning and schooling. The group provides regulatory advice, guidance and intervention, sector resourcing and funding, school financial advice, and nationally delivered services that support equitable outcomes and reduce barriers to learning for ākonga.

Ngā Haepapa | Accountabilities

As a 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 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, Governance and System Improvement you will:

- Lead the School Governance and System Improvement portfolio, including strategy, planning, performance, delivery, and budget management.
- Provide national leadership on school governance, school planning and reporting, board elections, and governance-related regulatory obligations.
- Lead the Schooling Improvement and practice centres by maintaining frameworks, standards, practice guidance, capability supports, and performance insights that enable nationally consistent and continuously improving services.

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- Lead implementation and continuous improvement of the Schooling Improvement Framework, associated tools, guidance, and support mechanisms.
- Oversee statutory interventions, provider arrangements, and governance-related regulatory assurance processes.
- Build sector and regional capability to support effective governance, accountability, and school improvement outcomes.

Wheako | Experience

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

- Leading governance, improvement, regulatory, or advisory functions within a complex environment.
- Developing and implementing frameworks, guidance, improvement initiatives, or system-level interventions.
- Working with boards, governance bodies, statutory intervention processes, or compliance frameworks.
- Leading organisational change, service improvement, and performance-related initiatives.
- Building trusted relationships and influencing stakeholders across government, regions, schools, and governance networks.

Ngā Āheinga | Capabilities

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

- *Strategic and Operational Leadership*: Translates strategy into effective plans and delivers results through people, resources, and systems.
- *People Leadership*: Builds capability, develops others, and creates a high-performing team culture.
- *Relationship Management and Influence*: Builds strong and effective relationships internally across business groups and with partner agencies and sector organisations
- *System Improvement and Thought Leadership*: Uses evidence, adaptation of international practice, performance insights, and sound judgement to improve practice centre frameworks, services, manage risk, and achieve sustainable outcomes.
- *Quality, Communication and Assurance*: Sets and maintains high standards for written and verbal advice, ensuring outputs are accurate, fit for purpose, and protect the Ministry's credibility and reputation.

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.

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



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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	July 2026
Approved By	HR Advisory