



Job Description

Lead Automation Engineer

Business Group	Te Pou Kōrero Digital and Data
Location	Wellington
Delegations	None
Direct reports	None
Reports to	Practice Manager, Engineering
Salary band	A9

What we do

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 learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

Te Pou Kōrero | Digital and Data

The Digital and Data Group sets the direction that enables modern, efficient and seamless experience for those interacting with education services.

The Group is accountable for the digital and data strategies and enabling capability plans, as well as maintaining the products and services.

The Group provides overall leadership for development and implementation of integrated education and digital and data solutions working closely with other parts of the education sector and Ministry, enabled by a strong evaluation and evidence base.

The Group has both internal and external customers – with a strong focus on innovation by exploring new technologies and overseeing research, testing and prototyping activities.

Role Purpose

Te Pou Kōrero | Digital and Data sets the digital and data direction that enables modern, efficient and seamless experience for those interacting with education services. The Group is accountable for the digital and data strategies and enabling capability plans, as well as maintaining the products and services. The Group provides overall leadership for development and implementation of integrated education and digital and data solutions working closely with other parts of the education sector and Ministry, enabled by a strong evaluation and evidence base.

As a member of the Engineering practice within the Digital team, you will collaborate with practice, platform and project teams and provide engineering expertise with the purpose of automation. You will use best practice frameworks and development practices to design and build automated solutions to drive more effective delivery.

Role Accountabilities

As a Specialist, you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of 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 operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As a **Lead Automation Engineer** this role is accountable for:

- Consulting with stakeholders and team members to understand their work process and where efficiencies may be gained.
- Automating and driving more effective delivery for solutions.
- Making use of software tools and code to build automation.
- Providing professional and technical guidance to other DevOps Engineers on ways of working, and leading the drive to set standards, patterns, and guidelines for automation.
- Assigning and overseeing the workloads of the automation team while working closely with the Engineering Practice Manager.
- Sharing ownership of solutions with Software Developers and Cloud Engineers by using the same techniques and patterns across the technology stack.
- Implementing and surfacing measurements across Cloud and Cloud based solutions for stakeholder consumption.
- Proactively investigating and improving the delivery of solutions with a goal to prevent incidents before they occur.

- Mentoring colleagues in your areas of specialty to build shared knowledge and driving innovation with the wider team.
- Assisting with developing and implementing iterative improvement plans for cloud software solutions.
- Working to identify opportunities to improve the security and reliability of solutions implemented to the Cloud.
- Collaborating with team members and stakeholders to share and communicate on design and implementation details.
- Contributing to reviews of Cloud implementations to identify and implement cost savings.
- Accurately documenting solutions implemented.
- Evaluating new technologies and tools, assessing their suitability for inclusion in the technology stack.

Knowledge, Skills and Professional Experience

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in working with business stakeholders to gather and refine technical requirements.
- Experience in designing and developing code-based solutions.
- Experience in working as a Software or Cloud Engineer.
- Experience building and maintaining Continuous Integration and Continuous Deployment processes.
- Experience in designing and developing monitoring systems on the enterprise environment.
- Experience with agile software development methodologies.
- Experience estimating and sizing work tasks.
- A background in successfully delivering cloud native solutions or applications.
- A background in successfully implementing cloud adoption frameworks and well architected framework practices.
- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- Exceptional time management, organisation and planning skills.
- Excellent analytical and troubleshooting skills.
- Extensive knowledge of Infrastructure as Code practices and related frameworks.
- Extensive knowledge of a range of cloud technologies and their practical applications in supporting business needs.
- Competence in virtualisation, containerisation, and developing solutions in cloud environments.

- Sound levels of judgement, adaptability, integrity and the ability to handle confidential and sensitive information.
- Sound understanding SIEM solutions and C&A processes.
- A commitment to ongoing personal and professional development.

Skills Framework for the Information Age

Strong IT capability is vital to keep us secure and to deliver innovative and effective solutions for the Education system. SFIA, the Skills Framework for the Information Age, is the technical competency and skills framework mapping individual professional skill levels to a set of internationally recognised standards. Competencies and skills required for this role are presented in the following table.

Capability	Level	Expectation
Systems and software life cycle engineering - SLEN	6	<ul style="list-style-type: none"> • Obtains organisational commitment to strategies to deliver systems and software life cycle working practices to achieve business objectives. • Works with others to integrate organisational policies, standards and techniques across the full software and systems life cycle. • Develops and deploys the working environment supporting systems and software life cycle practices for strategic, large and complex products and services. • Leads activities to manage risks associated with systems and software life cycle working practices. Plans and manages the evaluation or assessment of systems and software life cycle working practices.
Software design - SWDN	6	<ul style="list-style-type: none"> • Leads the selection and development of software design methods, tools and techniques. • Develops organisational policies, standards, and guidelines for software design and software architectures. • Ensures adherence to technical strategies and systems architectures (including security).
Programming/s software development - PROG	6	<ul style="list-style-type: none"> • Develops organisational policies, standards, and guidelines for software construction and refactoring. • Plans and leads software construction activities for strategic, large and complex development projects. • Adapts or develops new methods and organisational capabilities and drives adoption of, and adherence to policies and standards

Systems integration and build - SINT	5	<ul style="list-style-type: none"> Plans and drives activities to develop organisational systems integration and build capabilities including automation and continuous integration. Identifies, evaluates and manages the adoption of tools, techniques and processes to create a robust integration framework. Provides authoritative advice and guidance on any aspect of systems integration. Leads integration work in line with the agreed system and service design. Assesses risks and takes preventative action. Measures and monitors applications of standards. Contributes to the development of organisational policies, standards, and guidelines for systems integration.
Testing – TEST	4	<ul style="list-style-type: none"> Selects appropriate testing approach, including manual and automated testing. Develops and executes test plans and test cases. Implements scalable and reliable automated tests and frameworks. Collaborates across parties involved in product, systems or service design and development to enable comprehensive test coverage. Identifies improvements in requirements, design or specification processes to increase the effectiveness and efficiency of testing. Analyses and reports on test activities, results, issues and risks, including the work of others
IT infrastructure - ITOP	5	<ul style="list-style-type: none"> Ensures that appropriate action is taken to anticipate, investigate and resolve problems in systems and services. Ensures that such problems are fully documented within the relevant reporting system(s). Enables development of problem solutions. Coordinates the implementation of agreed remedies and preventative measures. Analyses patterns and trends.
Innovation – INOV	6	<ul style="list-style-type: none"> Obtains organisational commitment to innovation. Develops organisational capabilities to drive innovation. Leads and plans the development of innovation capabilities and implementation of innovation processes, tools and frameworks. Leads the communication and an open flow of creative ideas between interested parties and the set-up of innovation networks and communities.

Business Improvement – BPRE	5	<ul style="list-style-type: none"> • Manages the execution of business process improvements. • Analyses and designs business processes to identify alternative solutions to improve efficiency, effectiveness and exploit new technologies and automation. • Develops graphical models of business processes to facilitate understanding and decision-making. Assesses the feasibility of business process changes and recommends alternative approaches. • Selects, tailors and implements methods and tools for improving business processes at programme, project or team level. Contributes to the definition of organisational policies, standards, and guidelines for business process improvement.
Solution Architecture – ARCH	4	<ul style="list-style-type: none"> • Contributes to the development of solution architectures in specific business, infrastructure or functional areas. • Identifies and evaluates alternative architectures and the trade-offs in cost, performance and scalability. Determines and documents architecturally significant decisions. • Produces specifications of cloud-based or on-premises components, tiers and interfaces, for translation into detailed designs using selected services and products. • Supports projects or change initiatives through the preparation of technical plans and application of design principles. Aligns solutions with enterprise and solution architecture standards (including security)
Emerging Technology - EMRG	4	<ul style="list-style-type: none"> • Supports monitoring of the external environment and assessment of emerging technologies. • Contributes to the creation of reports, technology roadmapping and the sharing of knowledge and insights
Measurement – MEAS	4	<ul style="list-style-type: none"> • Identifies and prioritises appropriate measures, scales, and targets. • Supports projects, functions or teams in the development of measurement methods. Specifies base and derived measures which support agreed information needs. • Specifies how to collect and store the data for each required measure. • Provides guidance on collection of data. Designs reports and reporting formats.

Information Management – SCTY	4	<ul style="list-style-type: none"> • Provides guidance on the application and operation of elementary physical, procedural and technical security controls. • Explains the purpose of security controls and performs security risk and business impact analysis for medium complexity information systems. • Identifies risks that arise from potential technical solution architectures. Designs alternate solutions or countermeasures and ensures they mitigate identified risks. • Investigates suspected attacks and supports security incident management.
Information Assurance – INAS	4	<ul style="list-style-type: none"> • Performs technical assessments and/or accreditation of complex or higher-risk information systems. • Identifies risk mitigation measures required in addition to the standard organisation or domain measures.
Specialist Advice – TECH	5	

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organisation and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Working in the Public Service

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 Te Tiriti o 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. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

Leadership Success Profile - 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 the Leadership Success Profile is available here: [Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#).

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These are:

- To be driven and accountable
- To be curious, connected and open to different perspectives
- To grow our talent and capability

- To improve transparency – including by listening to and acting on feedback

Approvals

Date Reviewed and Approved	10 April 2026
Approved By	HR Advisory