



Job Description

PB4L Regional Coordinator

Business Group	Te Mahau Education Services
Location	Regional
Delegations	None
Direct reports	None
Reports to	Manager, Operations and Insights
Salary band	A5

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 Mahau | Education Services

The Education Services Group provides well-designed, integrated education services that support the impactful and effective operation of education settings to support student achievement and participation. The services help to remove barriers to participation and learning and provide regulatory advice, support and oversight to early learning providers, schools and kura.

The Group has three key priorities for Education Services:

- **Practice & Guidance:** Managing practice and guidance to improve national coordination and consistency, whilst enabling regional autonomy for education service delivery.
- **Integration & Delivery:** Providing education support directly to education settings via integrated regional and national services. This includes intervening when necessary to ensure a high standard of operation to support student outcomes and owning key stakeholder relationships to support schooling improvement and stronger outcomes for learners.

- **Monitoring & Improvement:** Monitoring and advising on improvements to the effectiveness, efficiency and equity of services for achievement and progression, and attendance and participation. This includes monitoring education provider performance against regulations and intervening as required.

Role Purpose

The Positive Behaviour for Learning (PB4L) Coordinator supports the programme in their regions by having an in depth understanding of the goals and intention of the regional PB4L plans, providing project coordination support including developing and monitor contracts with NGOs, overseeing collection and reporting on PB4L data and providing administrative support to the PB4L team. The PB4L Coordinator also supports the success of the Incredible Years programmes in their region by organising courses, liaising with external providers and supporting external providers to deliver courses.

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 PB4L Regional Coordinator this role is accountable for:

- Managing assigned projects including financial and operational planning, tender processes and any associated project administration.
- Producing reports and data analysis, reviewing and responding to milestone reports including contributing to the development of Ministerial submissions, briefing papers, parliamentary questions and other sector and Ministry requests for information.
- Managing the PB4L regional budget ensuring appropriate expenditure is planned, payments efficiently processed, and variances accurately identified and explained.
- Ensuring attendance registers for each programme are accurate and feedback is collected from participants.
- Maintaining programme data to provide input to regional and national reports including quality measures as required.
- Supporting the PB4L team to arrange national/regional meetings / seminars, including travel and provide general administrative support for these.

- Provide input to the development of operational policy advice and processes in relation to designated projects.
- Manage contracts with external providers for course delivery.
- Ensure programme timetables are established and published.
- Organise course delivery by accredited facilitators.
- Liaise with regional colleagues and the sector to promote programmes.
- Assist providers to identify appropriate attendees for programmes as required.
- Maintain regional programme resources organising extra resources as required.
- Ensure that all regions that the role has responsibility for, receive sufficient and appropriate support.
- Proactively contribute to the development of an effective working environment within the Ministry both regionally and nationally that encourages high performance, engagement, collaboration across teams, knowledge sharing, ongoing learning, creativity and innovation.
- You will make decisions in accordance with the Ministry's policies and delegations framework.

Knowledge, Skills and Professional Experience

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven project management skills
- Financial monitoring / management skills
- Excellent oral and written communication skills
- Excellent organisational skills
- Negotiating and facilitating skills
- High level of judgement, objectivity and integrity
- Ability to work effectively in a team environment
- Ability to learn new Technology and Applications
- Knowledge of, and preferably experience in the education sector

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	April 2026
Approved By	HR Advisory