



# Job Description

## Psychologist | Te Mahau

Business Group	Te Mahau   Education Services
Location	Regional
Delegations	None
Direct reports	None
Reports to	Service Manager
Salary band	Field Staff

## 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 role of the Psychologist is to provide effective, efficient and equitable psychological services for the benefit of children and young people with additional learning needs in accordance with the goals, objectives and policies of the Ministry of Education.

## 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 Psychologist this role is accountable for:

- Applying a strengths-based approach
- Identifying patterns or contributing factors that may be influencing learning, wellbeing and behaviour
- Enhancing inclusive practices in early learning services, schools and other educational settings
- Collaboratively supporting progress with learner goals
- Providing professional support and guidance to schools, teacher and parents/caregivers/whānau and in collaboration, supporting the development and implementation of intervention plans
- Assessing, analysing, and collaboratively planning, supporting, and monitoring the implementation of individual or group intervention plans for students with additional learning needs.

- Working effectively as part of a transdisciplinary team
- Supporting systemic change
- Developing learning and leadership capabilities within organisations strengthen the capability of those who are best placed to support the learning of children and young people
- Interpreting and applying research findings and contributing to research agendas and policy development.
- Ensuring that robust data collection and reporting on intervention and service occurs regularly
- Regularly participating in and providing professional support and peer supervision as required
- Providing a service and support that is culturally responsive and protects the principles of Te Tiriti o Waitangi
- Making 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.
- Working effectively with children and young people and their families/whānau across a diverse range of
- settings
- Proven experience counselling, negotiating, mediation, and contracting.
- Service co-ordination in a multi-agency, multi-disciplinary setting
- Specialist knowledge of theory, research and practice related to:
  - Human Development, learning and behaviour
  - Family and group dynamics
  - A range of assessment and intervention frameworks with particular knowledge of inclusive and ecological approaches and functional behaviour analysis
  - Education organisations and systems
  - Pedagogy
  - Disabilities and their implications for learning, behaviour and family/whānau
  - The NZ curriculum Framework
- 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, particularly relating to the establishment of effective relationships with families and whānau.
- A commitment to ongoing personal and professional development.
- A proven ability to use data and insights to identify trends, risks and opportunities, to

influence and guide organisational and system-level decision making.

- Intervention, planning and implementation at the individual and systems level.
- Counselling, negotiation, mediation, contracting.
- Problem/constraint analysis.
- Ability to translate specialist knowledge into practical information that will assist in the development, provision and support of individual programmes in order to overcome barriers to learning.
- Assessment and analysis.
- Ability to develop and provide training

#### Essential Qualifications

- Masters level tertiary qualification
- Post-graduate Diploma in Educational Psychology or Clinical Psychology or equivalent
- Registration under the Health Practitioners Competency Assurance Act
- Full clean Driver's Licence.

## 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	8 April 2026
Approved By	HR Advisory