



Ngā Kōrero e pā ana ki te Tūranga **Job Description**

Delivery Lead

Business Group	Te Pou Ohumahi Mātauranga Education Workforce
Location	Wellington
Salary band	A8

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 Delivery Lead will provide end to end coordination across all Te Pou Ohumahi Mātauranga | Education Workforce (TPOM) programmes, projects and initiatives. They lead the scoping, planning, delivery and transition of changes for the workforce whilst supporting managers and teams across TPOM to deliver work effectively and realise the intended benefits of priority initiatives. Working collaboratively with internal and external stakeholders, this role drives and carries out the day-to-day activities related to the planning, management and delivery of TPOM initiatives that align with the Ministry's strategic outcomes.

The Delivery Lead will plan and lead multiple complex projects to successfully deliver and integrate defined outputs within scope, budget and timeframes, improving workforce experience and stakeholder satisfaction. This includes monitoring performance and outcomes, providing feedback into future initiatives, supporting continuous improvement, and the evolution of delivery workflows in line with TPOM's future aspirations.



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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education 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 and/or escalation of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and delivery 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 Delivery Lead you will:

- Identify key stakeholders, assess their needs and ensure appropriate action is undertaken to effectively manage stakeholder's requirements and expectations.
- Ensure service delivery is designed to meet the diverse needs of the education workforce.
- Champion and support the delivery of changes and new initiatives.
- Contribute to the collation of information and data to report on change impact, business performance, risks and major trends, and success indicators for the projects you lead.
- Complete effective transition documentation to enable a smooth and successful transition of the change from projects and initiatives to the business-as-usual teams.
- Engage specialist teams across the Ministry to plan and coordinate deliverables, ensuring successful delivery of change, stakeholder analysis, change impact analysis and workshop facilitation.
- In partnership with internal stakeholders, ensure robust, high quality, and well supported change products are made available to the education workforce, directly, through their Boards and other third parties.
- Contribute to the development of standardised, human centred, design approaches to implementing new conditions of employment or changes to process, in line with wider government objectives.
- Prepare scoping documents and support building TPOM capability on determining measurable initiative benefits.
- Plan projects and initiatives and report on status against the plan.
- Design, participate and facilitate fit for purpose decision making structures for projects and initiatives.
- Make sure project outcomes are achieved on time, on budget, to quality in line with delivery standards.
- Identify and manage dependencies within projects and across the programme.
- Identify measurable outcomes and manage delivery towards achieving those outcomes.
- Monitor performance of end state operations/ operational changes to provide feedback loop to new initiatives.
- Identify and mitigate project risks to ensure risk exposure remains manageable at an initiative and programme level.



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- Provide advice on delivery issues, operational perspectives, and policy implications.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

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

Experience:

- Experience leading a diverse multi-disciplinary team
- A qualification in project management e.g. PMP, PRINCE2, or Scrum Master is desirable but not required
- Experience managing a number of projects and initiatives at once.
- Experience managing and delivering projects to a diverse large workforce in a complex or unionised environment.
- Experience in building relationships and partnerships to achieve shared outcomes.
- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Experience in facilitation and coaching.
- Experience establishing and maintaining project decision making structures.

Ngā Āheinga | Capabilities

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

- Advanced influencing, relationship management and stakeholder engagement skills across diverse stakeholder groups.
- Solid organisational skills including attention to detail and prioritising.
- Sound understanding of project management principles and delivery.
- Demonstrated problem solving skills.
- Demonstrated experience developing and tracking budgets.
- Proficiency in MS Office suite, MS Project and MS Visio, Jira and Miro, Confluence
- Sound understanding of Machinery of Government, public sector delivery structures and systems, implementation of compliance driven work.
- Ability to operationalise and implement policy.
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.
- Works co-operatively and flexibly with others to solve problems or complete tasks.
- Proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Resilience to deal with pressure in a mature way.



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Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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, consolidation, 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	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

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	March 2026
Approved By	HR Advisory