



JOB DESCRIPTION

Director – Business Management

Business Group	Te Pou Kōrero Digital and Data	Salary Band	M6
Department		Job Type	Permanent
Location	Wellington preferred (alternate locations considered)	FTE	1: Full Time
Environment	Flexible by agreement	Direct Reports	Yes
Delegations	Financial & People Delegations	Core Children’s Worker	No
NZSIS Security Clearance	NA	Reports to	Hautū, Te Pou Kōrero Deputy Secretary, Digital and Data

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.

Role Purpose

The Director, Business Management provides strategic leadership and oversight of the enabling functions that drive the performance, integration and future-focused vision of Te Pou Kōrero | Digital and Data.

The role ensures the Group operates as a high-performing, accountable and agile system partner, delivering sustainable outcomes for learners and whānau.

As the Director, Business Management you will shape and govern the frameworks, systems and capabilities that underpin Digital and Data’s strategic delivery and operational excellence. This includes enterprise-level risk, financial management, business continuity and commercial management, data management and analytics, strategic and operational alignment of demand and portfolio management, coordination of Ministerial servicing, business planning, performance reporting and compliance and administrative services (including internal governance).

The role influences across the Ministry and sector, ensuring Digital and Data is positioned to meet current and future needs, while embedding a culture of accountability, collaboration and continuous improvement.

Te Pou Kōrero | Digital and Data

Te Pou Kōrero | Digital and Data group provides services that focus on:

Sector digital delivery: Interfacing with Education expertise to bring innovative digital and data solutions to support education outcomes. This includes monitoring emerging digital and working with the sector to improve solutions.

Ministry digital operating model: Developing and implementing the Ministry digital strategy that guides prioritisation of digital investments and accelerates performance across the Ministry. This includes managing the digital and data portfolio in the context of education sector needs.

Digital and data enabled strategic planning: Leading strategic planning for future needs and investments for the Education Sector, informed by data and insights. This includes leading the enterprise architecture and solutions

JOB DESCRIPTION

that meet educational needs, complies with government standards and utilises industry good practice.

Data and evidence: Providing leadership for gathering and analysing data and applying insights to decision-making, investments, sector performance and ways of working within the Ministry and with other agencies.

Role Accountabilities

As a Director, Business Management, this role is accountable for:

<p>Operational Services Leadership</p>	<ul style="list-style-type: none"> Enterprise Oversight – provide strategic leadership and governance of all enabling functions across Digital and Data, ensuring integrated delivery of workforce planning, risk, finance, business continuity, emergency management and commercial frameworks. Data and Insights Strategy – set the vision and strategic direction for data management and analytics, ensuring enterprise-wide capability to deliver actionable insights for system-level decision-making and investment prioritisation.
<p>Strategic Alignment and System Performance</p>	<ul style="list-style-type: none"> Drive the alignment of Digital and Data's operational and strategic priorities with Ministry-wide objectives, ensuring cohesive delivery and measurable impact across the education system. Enterprise planning and performance – lead the development of integrated business planning, performance frameworks and investment reporting to enable transparent accountability and continuous improvement at scale.
<p>Compliance and governance</p>	<ul style="list-style-type: none"> Compliance oversight – establish and maintain robust governance and compliance frameworks that meet legislative policy, and ministerial standards, ensuring organisational resilience and integrity. Monitor System performance – oversee system-level performance measurement and reporting, providing strategic insights to inform investment decisions and policy development.
<p>Leadership and Capability Development</p>	<ul style="list-style-type: none"> Strategic capability building – shape and embed enterprise frameworks, tools, and methodologies that enable senior leaders and teams to deliver on strategic priorities and enhance organisational maturity.
<p>Ministerial and Stakeholder Engagement</p>	<ul style="list-style-type: none"> Ministerial and Executive servicing – provide strategic oversight of ministerial advice, official correspondence, and governance servicing, ensuring accuracy, timeliness, and alignment with system priorities. Enterprise Stakeholder Influence – Act as a key interface with senior Ministry leaders and external partners to influence system =-level outcomes and strengthen sector relationships.

Knowledge, Skills and Professional Experience

- Leadership experience within a complex environment.
- Strong understanding of enabling services, including risk management, financial management and business continuity.
- Proficient in data management and analytics, with the ability to leverage data for informed decision making and performance monitoring.
- Experience in developing and delivering integrated strategic and operational plans and budgets.
- Experience in driving organisational change aligned to strategic priorities that delivers intended outcomes.
- Experience in building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building strategic relationships and collaborating across organisations to achieve shared outcomes.

JOB DESCRIPTION

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 organization 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 how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These can be found on Te Tāhuhu.

Approvals

Date Reviewed and Approved	March 2026
Approved By	HR Advisory