



Job description

Nau mai, haere mai. This job description is your go-to place for all the ins and outs of this role at the Charter School Agency | Te Tari Kura Hourua.

Outreach and Applications Lead

Location	Wellington, New Zealand
Salary band	B4
Job type	Permanent

What we do for Aotearoa New Zealand | To mātou aronga

Our mission is to lift student achievement, strengthen and diversify New Zealand's education system. We do this so that every child has the opportunity to learn, grow and succeed.

Charter schools | kura hourua offer high quality education with diverse choices for students and families, greater flexibility for educators, and increased accountability.

With the child at the heart of what we do, we achieve better outcomes together.

About our Agency | Mātau rōpū ake

We are a departmental agency established to implement and operate the charter school model. We receive services and support from the Ministry of Education and are accountable to the Associate Minister of Education. We are the secretariat for the Authorisation Board, which approves sponsors for new and converting charter schools, oversees charter school performance, and decides on interventions with charter schools.

You can find more information at: www.charterschools.govt.nz/about-us/

About the role | Tēnei tūranga

The Outreach and Applications Lead is responsible for working with a prospective charter school sponsors and state schools considering conversion to become charter schools, and for overseeing the statutory application process through to Authorisation Board approval.

This role is mission-critical to the successful implementation of the Government's charter school priorities. You will bring together strategic outreach, stakeholder engagement, business development, and rigorous statutory process design and delivery.

You will work across the full early charter school lifecycle, from initial interest and Expressions of Interest, through application, consultation, and approval, ensuring schools and sponsors are well informed, supported, and that the Authorisation Board receives robust, timely, and comprehensive advice to support its decision-making.

You will work closely with the Chief Executive, Head of Performance and Monitoring, the Authorisation Board, and partners across the education system, and collaborate with colleagues across the Charter School Agency to ensure smooth transition into contracting and performance monitoring.

Accountabilities | Ngā haepapa

As Outreach and Applications Lead, you will hold the following accountabilities.

Outreach, pipeline and strategy

You will:

- Lead the strategy to facilitate:
 - prospective charter school sponsors, and
 - state schools considering conversion to become charter schools.
- Be accountable to the Executive Leadership Team for the outreach and application strategy.
- Use simple clear and accessible processes for Expressions of Interest and applications.
- Work closely with the Communications Lead to develop and deliver targeted communication and engagement activities across appropriate channels.
- Identify barriers experienced by prospective sponsors and schools and take initiative to navigate these, including developing innovative and practical solutions.

Engagement and business development

You will:

- Lead proactive engagement with potential sponsors, state schools, iwi, hapū and Māori organisations, Pacific peoples, and other interested parties.
- Take a business-development approach to engagement, providing clear advice on the costs, benefits, and obligations of the charter school model.
- Provide early-stage support to schools and sponsors to shape initial charter school proposals and readiness for application.
- Build confidence in the Charter School Agency through high-quality, responsive, and credible engagement.

Statutory application and approval process

You will:

- Manage the statutory application process for schools wishing to convert to become charter schools, from expression of interest through to approval by the Authorisation Board.
- Provide clear guidance to schools and sponsors on statutory requirements, timelines, and expectations.
- Ensure all legislative and procedural requirements are met, including:
 - verification that proposed governing members are fit and proper persons
 - facilitation of statutory consultation processes
- Consistently improve statutory consultation processes, ensuring feedback is accurately documented, analysed, and reported.
- Provide comprehensive analysis and advice to the Authorisation Board on applications, consultation outcomes, risks, and recommended approval conditions.
- Prepare all necessary advice to support Authorisation Board decisions
- Oversee the process of applications for Distinguishing Characteristics, including preparing advice to support Authorisation Board decisions and gazette notices.

Governance, advice and reporting

You will:

- Provide regular, high-quality updates and advice to the Authorisation Board, Chief Executive and Associate Minister on pipeline activity, applications in progress, risks, and next steps.
- Identify risks early, escalate appropriately, and implement effective mitigation strategies to protect the integrity and reputation of the Agency.
- Make decisions in accordance with the Agency's policies and delegations framework.

Skills and experience | Ngā pūkenga me te wheako ngaio

Skills

You will demonstrate:

- Strong professional judgement and initiative, with the ability to operate independently and remain effective under pressure.
- Excellent communication and influencing skills, with the ability to build trust and credibility across a diverse range of stakeholders.
- Proven capability to work collaboratively, including bringing people together across workstreams and contributing to high-performing teams.
- Strong analytical and problem-solving capability, using data and insights to identify risks, trends, and opportunities and develop practical solutions.
- Excellent organisational skills, with the ability to manage multiple priorities and deliver high-quality work at pace.
- Absolute integrity and discretion in handling sensitive information, with a strong commitment to continuous professional development.

Experience

To be successful in this role, you will have:

- Significant experience leading strategies to generate demand, including market, service, or system development.
- Experience operating at a strategic level, with the ability to work across organisational and sector boundaries.
- Proven experience engaging stakeholders to implement new or high-priority policy or system initiatives.
- Demonstrated experience managing statutory or regulatory processes, ensuring legislative requirements are met and decision-makers are provided with high-quality advice.
- Experience identifying, escalating, and mitigating risks in fast-paced, high-profile environments.

Working in the Public Service | Mahi i roto i te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianeī, 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.

You can find out more about what this means at: www.publicservice.govt.nz/role-and-purpose

Approvals | Ngā whakaaetanga

Date reviewed and approved	29 April 2026
Approved by	Sean Teddy, Chief Executive