



Job Description

Occupational Therapist | Te Mahau

Business Group	Te Mahau Education Services
Location	Regionally Based
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 Occupational Therapist provides effective, efficient and equitable occupational therapy services 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 an Occupational Therapist, you will:

- Provide high quality learning support services to facilities, learners, parents/caregivers and to other service users in accordance with the guiding principles of the NZ Curriculum Framework.
- Respond to referrals, provide assessment and through direct or indirect intervention implement school based occupational therapy programmes to meet the needs of identified learners.
- Develop and implement, either individually or as a member of a team, inclusive programmes by working collaboratively with parents, whanau, caregivers, teachers/educators and other professionals
- Facilitate and contribute to comprehensive and multi-disciplinary assessments.
- Work effectively with children and young people across a diverse range of settings and circumstances.
- Use specialist skills and knowledge to contribute to a team approach to promote best outcomes for the learner in an inclusive environment.
- Provide leadership and efficient management within a team of education and/or other professionals, or will collaborate as the case may be, in undertaking learning support projects, when required.

- Develop, or assist to develop, plan and implement in service training modules for teachers, teacher aides, school management teams, parents/caregivers and community groups.
- Provide a service that projects the principles of the Treaty of Waitangi and reflects a partnership between tangata whenua and tau iwi.
- Support parent/whānau networks.
- Support services which are community and marae based.
- Promote bicultural values and language.
- Facilitate partnership between the iwi/hapu and the facility to promote equity within the Ministry and the community it serves.
- Respond to a wide range of individuals, community groups, sector groups and other social service agencies, as well as to the principles of key government initiatives and strategies, through all aspects of service provision.
- You will make decisions in accordance with the Ministry's policies and delegations framework.

Knowledge, Skills and Professional Experience

- Degree in occupational therapy, or its accepted equivalent as required by the New Zealand Board of Occupational Therapists
- Registration with the New Zealand Board of Occupational Therapists and a current practising certificate
- Full clean Driver's License.

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

- 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.
- A commitment to ongoing personal and professional development.
- Specialist knowledge of theory, research and practice related to:
 - o Typical and atypical child and human development
 - o Occupational therapy theory and practice
 - o Environmental modifications and assistive devices
 - o Functional implications of sensory, motor, cognitive and psychosocial dysfunction
- Broad knowledge of:
 - o The NZ Curriculum Framework
 - o Learning Support and/or the disability sector
 - o Relevant legislation, policy and best practice
 - o Relevant health and welfare entitlements and community services

- Ability to teach and empower both the individual learner and those supporting the programme to ensure integrated effective management of the learner's needs.
- Ability to work effectively with children and young people across a range of settings.
- Demonstrate strong interpersonal skills, particularly relating to the establishment of effective relationships with families and whānau.
- Ability to develop relationships and networks and co-ordinate service delivery with a range of agencies.
- Ability to coach and upskill others.

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 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.

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	7 April 2026
Approved By	HR Advisory



**Te Tāhuhu o
te Mātauranga**
Ministry of Education



**Te Kāwanatanga
o Aotearoa**
New Zealand Government