

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Remuneration and Performance Lead

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Salary band	B4

## 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 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.

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 Remuneration and Performance Lead is responsible for developing, implementing, and maintaining remuneration and performance frameworks. This role is a subject matter expert on remuneration policies, job evaluation, and performance management, ensuring a fair, transparent, and effective approach to rewarding and recognising employees.

## Ngā Haepapa | Accountabilities

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### 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 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 the Remuneration and Performance Lead you will:

- Develop and maintain remuneration policies, guidelines and frameworks that align with broader public sector pay principles, and Ministry requirements.
- Lead the design and implementation of remuneration structures, including salary bands, progression criteria and pay adjustments.
- Provide a quality assurance assessment over any remuneration processes.
- Lead the design and continuous improvement of performance management frameworks, ensuring alignment with organisational priorities.
- Provide advice on performance measurement, goal setting and employee recognition
- Support the success of performance framework through the design and delivery of training, tools and guidance.
- Lead job evaluation processes, ensuring roles are appropriately sized and benchmarked.
- Support remuneration initiatives through the provision of timely and accurate data analysis.
- Provide specialist expertise to senior leaders, HR colleagues and managers.
- Work closely with other business groups to ensure remuneration strategies are financially sustainable, accurately modelled and factored into budgets.
- Lead the analysis of data to provide insights and inform decision making; monitor trends and emerging issues.
- Prepare reports, briefings and recommendations as required

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:

- Previous experience in designing and implementing remuneration and performance frameworks, preferably within the public sector.
- A strong understanding of the legislation and broader systems that inform remuneration outcomes.

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- Job evaluation methodologies and external salary benchmarking
- Project management skills with the proven ability to execute initiatives from design to implementation
- Working in a unionised environment.

## Ngā Āheinga | Capabilities

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

- 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.

## 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, confident, 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	April 2025
Approved By	G Smith