

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Policy Manager

Business Group	Te Pou Kaupapahere   Policy Group
Location	Wellington
Salary band	M5

### 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 āiane, 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 Senior Policy Manager develops and implements functional strategies, priorities and work programmes to support the achievement of outcomes that are aligned to the Ministry's purpose and agreed strategies.

Te Pou Kaupapahere is the Ministry's policy group and focuses with a whole-of-system lens across early learning, compulsory schooling, and tertiary. This also includes Māori medium, te reo Māori, Pacific and Learning Support. We also manage the Ministry's international engagements and cooperation agreements.

You will lead a team of analysts to deliver the team's work programme, leading the interface with other parts of the Ministry and with other agencies. The Senior Policy Manager will work in collaboration with other Ministry teams and business groups to progress the Ministry's policy work programme.

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### Ngā Haepapa | Accountabilities

#### As a Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement a responsive and integrated functional strategy and work programme, aligned to the Ministry's strategy and priorities.
- Manage and report on delivery against the strategy, workplan and budget to support performance against outcomes.
- Plan and manage budgets to support sound financial management and deliver maximum value from resources and investments.
- Develop, implement and maintain the right frameworks, capabilities and systems to achieve operational outcomes, manage people and risk, and support operational compliance.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are inspired to perform at their best.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Create and support internal networks that support kaimahi to have a voice.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.
- Collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

#### As the Senior Policy Manager you will:

- Provide rigorous, high quality strategic analysis and advice, to shape, consistent with government policy objectives, the short, medium, and long-term policy work programme to support a high performing education system.
- Ensure that policy advice developed in the team moves the Education system towards achieving better learner outcomes.
- Provide oversight and guardianship for various strategy processes to support the development of integrated education system strategies, frameworks, levers and tools.
- Identify and draw on future trends and emerging strategic issues in, and performance of, the education system to inform the development of future education system strategies.
- Provide management of legislative advice.
- Manage, through your team, preparation of Ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, Cabinet papers and reports.
- Effectively represent the Ministry at senior official level and with Ministers, Cabinet and Select Committees, to professional and to Interest groups, the news media and other public forums.
- Manage and report on finances, budgets and resource utilisation.
- Oversee the negotiation, management and completion of external contracts within Ministry guidelines.
- Prioritise your team's focus and resources within a complex and dynamic policy environment.
- Lead complex and sensitive cross-Ministry policy projects or programmes of work, to deliver on the

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Ministry's outcomes including to address Maori education success.

- Develop a teamwork programme to ensure policy work is planned and seen through to delivery.
- Work with staff to strengthen the use of business processes, including information systems and databases to provide information for policy and strategy development.

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:

- People and operational leadership experience within a complex environment.
- Experience in developing and delivering integrated functional strategies, work programmes and budgets.
- Experience in leading and managing the development, implementation and ongoing monitoring of functional systems, frameworks and processes.
- Experience in leading organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a respectful, open and responsive culture.
- Experience in building relationships and partnerships to achieve shared outcomes.

## Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to shift mindsets and foster collaborative action.
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform functional decision making.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
  - colleagues
  - stakeholders
  - Māori and iwi
  - Ministers
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A track record of ongoing personal and professional development.
- Ability to think strategically, foresee opportunities, anticipate where existing frameworks or systems may be put under pressure, and design alternative strategies to deal with contingencies.
- Ability to multi-task and meet challenging deadlines.
- Ability to create a team environment where team members are focused and committed to achieving objectives.
- Ability to get quickly to the heart of issues.

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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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kipa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident

## 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	November 2022
Approved By	Hautū, Te Pou Kaupapahere