Ngā Kōrero e pā ana ki te Tūranga
Job Description

Release Coordinator

Business Group	Te Pou Rangatōpū | Corporate
Location	Wellington
Salary band	A5

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 āianei, 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 Testing Practice team in Te Pou Rangatōpū leads inclusive, accessible and integrated national, digital and physical infrastructure and transport services to the education system, ensuring schools have quality learning environments as part of a well-managed and sustainable portfolio that helps deliver equitable and excellent outcomes for every child.

The Release Coordinator will work closely with the Testing Practice team to schedule the release of new systems and applications. You will be responsible for the planning and coordination of all phases and activities involved in release activities for the Testing Practice team. This role will manage new and changed user access that come through Testing Practice applications.

You will facilitate release meetings and will develop the release recommendation and release deployment plans,

identifying priorities, conflicts, dependencies and risks for the release.

The Testing Practice team works within Te Pou Rangatōpū Data Delivery and with other key stakeholders to ensure the effective, pragmatic and management of data, information management systems and technology. This activity supports efficiencies in BAU and new business activity as well as ensuring business information and systems are performing optimally to deliver expected outcomes and are fit for purpose.

Ngā Haepapa | Accountabilities

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 Release Coordinator you will:

- Effective release management through future planning surrounding the release windows and cycles.

- Produce deployment, run books and Implementation Plans.

- Conduct post release reviews to inform continual work towards making improvements in the release process.

- Participate in CAB meetings to discuss release scope and/or roadblocks as required.

- Maintain a release repository and manage key information such as build and release procedures, dependencies and notification lists.

- Provide administrative support by chairing and facilitating meetings where required and distribute minutes to all attendees.

- Ensure consistency across project/release filing structures in accordance with any policy documents.

- Maintain systems for collection, storage and retrieval of project related documentation.

- Continuously update current process, identifying and analysing opportunities for improvement and innovation

- Provide tool and systems support including user provisioning and responsibility of access audit controls.

- Communicate release details and schedules to the Business and Team as required.

- Manage relationships and coordinate work between different teams at different locations.

- Understand the information and needs of stakeholders and assist with the development of appropriate and timely stakeholder communication and engagement.

- Ensure linkages with other relevant business areas are well known and communications are well managed.
- Build and maintain good working relations across the group's teams.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in an IT/Digital environment.
- Experience with coordination and facilitation of Change and Release Management processes and procedures.
- Experience in organising – identifying what matters, anticipating next steps, accurately delivering what was commissioned

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.
- Sound skills in managing processes and systems improvement.
- Understanding the various framework and their relationship to Change Management and Release Management.
- Good understanding of project management processes with a developed understanding of the project life cycle, documentation, standards and methodologies
- Ability to manage various workload of projects with many priorities.
- Strong prioritisation skills are key, as the nature of opportunity, urgency of need and size of the work rapidly changes
- Effectively work with the Microsoft suite of products including Word, Excel, PowerPoint and Visio.
- Capability to work under pressure, excellent time management skills.
- Can work autonomously and as part of a team
- Strong written and oral communication skills
- Good attention to detail.

Job Description

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	July 2025
Approved By	HR Advisory Team