

Ngā Kōrero e pā ana ki te Tūranga

Job Description

PB4L Regional Coordinator

Business Group	Te Mahau takiwā
Location	Regionally based
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 whitake 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 hāpori, 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 Positive Behaviour for Learning (PB4L) Coordinator supports the programme in their regions by having an in-depth understanding of the goals and intention of the regional PB4L plans, providing project coordination support including developing and monitor contracts with NGOs, overseeing collection and reporting on PB4L data and providing administrative support to the PB4L team.

The PB4L Coordinator also supports the success of the Incredible Years programmes in their region by organising courses, liaising with external providers and supporting external providers to deliver courses.

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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 PB4L Regional Coordinator, you will:

- Manage assigned projects including financial and operational planning, tender processes and any associated project administration.
- Produce reports and data analysis, reviewing and responding to milestone reports including contributing to the development of Ministerial submissions, briefing papers, parliamentary questions and other sector and Ministry requests for information
- Manage the PB4L regional budget ensuring appropriate expenditure is planned, payments efficiently processed, and variances accurately identified and explained.
- Ensure attendance registers for each programme are accurate and feedback is collected from participants.
- Maintain programme data to provide input to regional and national reports including quality measures as required.
- Support the PB4L team to arrange national/regional meetings / seminars, including travel and provide general administrative support for these.
- Provide input to the development of operational policy advice and processes in relation to designated projects.
- Manage contracts with external providers for course delivery.
- Ensure programme timetables are established and published.
- Organise course delivery by accredited facilitators.
- Liaise with regional colleagues and the sector to promote programmes.
- Assist providers to identify appropriate attendees for programmes as required.
- Maintain regional programme resources organising extra resources as required.
- Ensure that all regions that the role has responsibility for, receive sufficient and appropriate support.
- Proactively contribute to the development of an effective working environment within the Ministry both regionally and nationally that encourages high performance, engagement, collaboration across teams, knowledge sharing, ongoing learning, creativity and innovation.

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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.
- Proven project management skills
- Financial monitoring / management skills
- Excellent oral and written communication skills
- Excellent organisational skills
- Negotiating and facilitating skills
- High level of judgement, objectivity and integrity
- Ability to work effectively in a team environment
- Ability to learn new Technology and Applications
- Knowledge of, and preferably experience in the education sector

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, 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	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



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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