

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Change Implementation Manager

Business Group	Te Pae Aronui Operations and Integration
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 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 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 Ministry of Education through its Special Projects Team manages Ka Ora Ka Ako | Healthy School Lunches programme and the Ikura | Access to Period Products in Schools initiative.

The Change Implementation Manager is responsible for supporting change management activities required to ensure the successful delivery of business change initiatives and strategic outcomes across both of these initiatives. The role is responsible for supporting senior leaders to assess change impact, develop change and implementation plans, designing, implementing and evaluating change strategies, facilitating a collaborative approach to change across the organisation and building ownership and capability in change leadership.

The Change Implementation Manager will also build a collective view of change impact across stakeholders and provide advice and reporting to the Senior Management Team about feasibility, sequencing and risk.

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The Change Implementation Manager is responsible for ensuring changes to the Ka Ora, Ka Ako and Ikura projects are managed in a planned and deliberate way, that all functions set out by Cabinet are set up to successfully deliver and that the organisation is positioned to deliver maximum value and impact for the diverse needs of ākonga in schools and kura while maintaining a robust focus on financial sustainability and government commercial outcomes.

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.
- Develop responsive and integrated strategies and work programmes, and support implementation that contributes to wider outcomes.
- Oversee effective delivery of plans, and report on performance against agreed Ministry strategies.
- Plan and manage operational budgets to support strong financial management and deliver maximum value from resources and investments.
- Support the development and maintenance of the right frameworks, capabilities and systems to achieve strategic outcomes, manage people and risk, and safeguard the Ministry's integrity and reputation.
- 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 are inspired to collaborate and 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.
- Develop partnerships and collaborate with stakeholders across the public sector and education system to shape priorities, identify interdependencies and deliver outcomes for the sector.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

As the Change Implementation Manager, you will:

- Assess the scope and scale of change of the Ka Ora Ka Ako | Healthy School Lunches programme to determine the most appropriate change approach and to sequence and plan these changes to achieve outcomes.
- Ensure the changes to the Ka Ora Ka Ako | Healthy School Lunches programme, as agreed to by Cabinet, are implemented as intended.
- Ensure the change approach of programme is aligned with the organisations change strategy and is maximising synergies and integrating change with other change projects.
- Identify the change impact and size of the gap between the current state and future state, and ensure the right interventions are designed, developed and implemented to address these and equip those impacted for success.
- Build a collective view of change impact across partners and stakeholders and provide advice and reporting to the Senior Management Team about feasibility, sequencing and risk.
- Facilitate collaborative design of and a shared vision and ownership of change across key functions within Ka Ora Ka Ako | Healthy School Lunches programme.
- Analyse all impacts on all stakeholder groups and develop approaches for addressing change resistance and achieving support for change. Regularly assess change readiness across all key stakeholder groups and implementers of change.
- Establish clear traceability between the change objectives and measures of success to the programme objectives, outputs and outcomes.
- Ensure there is effective monitoring in place of change, including the speed of adoption, extent of uptake and proficiency, and that the change has been well embedded to ensure sustained results and benefits realisation.
- Prepare estimates and detailed change plans.
- Manage the day-to-day change related activities and resources and chair the change management programme meetings.
- Provide status reporting relating to change activity milestones, deliverables, dependencies, risks and issues, and providing communications on programme activity as required.

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- Proactively anticipate and manage change risks, providing timely feedback to the Director Strategic Programmes.
- Understand interdependencies between change activities.
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence.
- Participate in establishing change practices, templates, policies, tools and partnerships to expand and mature these capabilities for Ka Ora Ka Ako | Healthy School Lunches programme.
- Support the Director Strategic Programmes to achieve the goals of the business group.
- Participate in establishing change practices, templates, policies, tools and partnerships to expand and mature these capabilities for Ka Ora Ka Ako | Healthy School Lunches programme.

Wheako | Experience

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

- Senior leadership experience within a complex environment.
- Experience in developing and delivering integrated strategic and operational plans and budgets.
- Experience in leading the implementation, monitoring and improvement of organisational systems, frameworks and processes.
- Experience in driving organisational change aligned to strategic priorities that delivers intended outcomes.
- Experience in building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building strategic relationships and collaborating across organisations 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 system-level decision making.
- A proven track record of building and maintaining trusted relationships with:
 - colleagues
 - stakeholders
 - Māori and iwi
 - Ministers
- Sound political awareness and knowledge of government processes, with proven ability to navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A track record of personal and professional development and openness to innovation.
- Sound understanding and extensive experience in leading and implementing change management in large scale programmes.

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



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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	30 October 2024
Approved By	HR Advisory team