

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Director of Education

Business Group	Te Mahau Takiwā Te Tai Runga (South)
Location	Otago/Southland
Salary band	GM22

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 Director of Education, Otago Southland contributes to the collective leadership and governance of Te Tāhuhu, helping to deliver our purpose in your area of accountability.

You will lead the delivery of Ministry services across the region by coordinating and facilitating organisational and sector efforts to create an education system that raises achievement for all New Zealanders. You are directly accountable for the performance of Ministry in the Otago Southland area to deliver our services in order to realise the priorities and goals that the Government has for education.

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Ngā Haepapa | Accountabilities

As a Director of Education of 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 practice 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 Director of Education you will be accountable for:

Strategic Development

- Deliver on the Ministry's vision for education by developing area plans, strategies and work programmes, and drive performance to achieve the required targets and goals
- Develop the annual regional plan to deliver on the Government priorities for education in the context of local need
- Actively contribute to the group's leadership team to develop a nationally consistent approach to the delivery of our services and to make operational and resourcing decisions which reflect the national direction of the Government.
- Develop approaches to support schools/kura and early childhood centres to address the specific challenges they face in achieving student performance for the priority groups consisting of Māori, Pacific communities, and students with additional learning needs
- Embed planning, reporting and performance measurement in the core business and deliver services to school/kura and ECE leaders to enable students to perform better, especially those students from lower socio-economic backgrounds
- Work with other agencies in the region to deliver education elements of cross-agency outcomes for the people of the region

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Local Leadership

- Lead the region to achieve the Ministry's targets and broader Government goals, particularly for priority groups
- Lead and develop a high performing regional team with specialist and management capabilities to deliver outcomes
- Create an environment for business improvement and change, and align processes, delivery and practices to Ministry standards
- Manage across a diverse range of areas of the business in a complex and, at times challenging and dynamic sector
- Champion change and implement new initiatives by early and proactive engagement of staff and stakeholders in the region
- Shape the capability of frontline managers and staff to ensure the school /kura leaders and ECE providers in the region develop confidence in the credible and differentiated support they provide, especially around priority students

Core Sector Enablement

- Provide a clear and nationally consistent understanding of outcome-based standards for service delivery which enables local service provision
- Ensure resources, services, infrastructure, and information are brought together at the local level to provide effective services to our schools, providers, learners, and communities
- Ensure the region fulfils statutory obligations in a manner which enhances confidence in the regulatory regime
- Oversee implementation of all Ministry policies and guidelines, including the Ministry's Treaty of Waitangi Policy, Ka Hikitia the Māori Education Strategy, and the Pacific Education Plan

Stakeholder and community engagement

- Ensure that the Ministry is represented as a trusted adviser to all stakeholders, partners and communities by providing targeted information and services
- Develop and implement a community and stakeholder engagement plan to deliver on the Government's goals for education. Through highly effective networks, proactively partner with Pacific, and Māori (colleagues, external experts, learners, parents, whānau, hapū, iwi and local and/or regional organisations) and take leadership of specific stakeholders and communities
- Demonstrate the Ministry's commitment through developing and maintaining a high profile in the local community to deliver to demand for educational services in the priority areas
- Establish expectations that programme management methodology is applied in order to create a more efficient and effective way of organising work in the region

Emergency management and business continuity planning

- Maintain knowledge and understanding of the Crisis Management Plan and Emergency Management and Business Continuity policies
- Plan and prepare to respond appropriately in an emergency situation
- Promote and encourage emergency management preparedness with staff
- Develop and maintain a business continuity/pandemic plan for own team and all areas of responsibility

You will make decisions in accordance with the Ministry's policies and delegations framework.

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Wheako | Experience

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

- 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.
- Financial management of significant sized budgets and understanding of different funding models
- An understanding of factors that promote the successful engagement in education.

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.
- Proven track-record in delivering equitable outcomes for Māori, Pacific and/or people with special education needs

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.

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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 the Leadership Success Profile is available on the Te Kawa Mataaho | Public Service website.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	October 2024
Approved By	Hautū, Te Mahau Te Tai Runga (South)