

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Director - Strategic Programmes

Business Group	Te Pae Aronui Operations and Integration
Location	Wellington
Salary band	GM21

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 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 Director - Strategic Programmes is responsible for leading the development, implementation, and evaluation of these two key government programmes with a strong focus on commercial value, efficiency, and system leadership. This role requires managing Ka Ora, Ka Ako and Ikura projects and driving the strategic outcomes. To do this you will ensure alignment with government expectations through fostering collaboration across multiple stakeholders. The Director - Strategic Programmes ensures that programmes are designed, executed, and evaluated 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.

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Ngā Haepapa | Accountabilities

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

Strategic Programme Leadership

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Lead, develop and implement an integrated workplan that is aligned to the Governments expectations for the programmes and the Ministry's priorities.
- Drive the ambition for the programme to improve educational outcomes.
- Provide strategic insights and leadership to shape the direction of the programmes in alignment with government and Ministry expectations.

Commercial Acumen and Financial Management:

- Apply strong commercial thinking to ensure programmes are financially sustainable, cost effective and deliver maximum value for money.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Work closely with procurement and finance to ensure that contracts, partnerships, and supply chains are managed in a commercially viable manner.

Programme Management

- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against programme workplans and outcomes including resolving issues and initiating corrective action as appropriate.
- Manage the two programmes and their inter-dependencies, and any risks or issues that may arise.
- Manage and motivate the Managers, ensuring that their work programmes deliver in line with the overall strategic objectives.
- Define and implement the programme's governance in accordance with the Ministry's governance framework.
- Develop, manage, and control the programme plan and other programme documentation.
- Effectively coordinate the workstreams and their interdependences.
- Manage and resolve/mitigate any risks and issues that may arise.
- Ensure maximum efficiency in the allocation of resources and skills.
- Identify, mitigate, and manage risks to delivery and to the reputation and integrity of the Ministry.
- Ensure the programme remains adaptable to changes in policy, market dynamics, or government priorities.

Evaluation and Impact

- Use data-driven insights to assess programme performance, identify areas for improvement and inform decision making.
- Report progress of the programme at regular intervals to the Senior Responsible Officer through the Business owner.
- Develop and implement a robust evaluation framework to measure success and impact of the programmes.

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- Ensure the programmes meet their strategic objectives and achieving the desired impact for schools and ākonga.
- Ensure lessons learned are incorporated into future programme design and delivery.

People Management

- 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 supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Adhere to and apply internal people policies.

Ka Ora, Ka Ako | Healthy School Lunches Programme Delivery

- Develop and oversee training and development programmes that support schools and providers to continuously improve processes and meal quality.
- Continuously enhance the foodservice experience for schools and kura, ensuring that meals remain palatable and nutritious, supported by efficient operational practice that is workable for schools and meal providers.
- Lead the design, development and testing of nutritious and flavoursome recipes that meet required budget expectations.
- Develop best practice and standardised foodservice practices across the programme.

Stakeholder Engagement

- Act as a system leader by fostering collaboration across departments, agencies, and external partners to achieve programme outcomes.
- Build strong relationships with key stakeholders, including commercial partners, industry representatives and school / kura organisations.
- Build effective partnerships with iwi and hapū kai providers and kura to support their ambitions of improved learning outcomes and experiences of ākonga.
- Build and maintain relationships with senior members of the Ministry and associated programme stakeholders.
- Ensure effective and efficient management of key stakeholder relationships.
- Manage communications with stakeholders.
- Manage third party contributions to the programme.

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:

- Extensive experience in managing high-profile high-value government programmes with a focus on return on investment and outcomes for the public good.
- Programme and project management qualifications or equivalent experience.
- Proven experience in strategic programme planning, implementation, and evaluation of complex programmes ideally within the government setting.

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- Experience working with diverse stakeholders and partners, commercial partners and community organisations to achieve shared outcomes.
- In-depth understanding of financial management, procurement, and value for money principles in the context of government programmes.
- Experience leading leaders to build capability through coaching, mentoring, training and building skills through work delivery.
- Experience building and leading inclusive and diverse teams to a high performance and creating a respectful, open and responsive culture.
- Detailed knowledge of a commercial business environment.
- Understanding of the management structures, politics, and machinery of government.
- Knowledge of the business planning lifecycle.
- Education and/or Commercial Catering/Hospitality sector experience at a senior management level is desirable.

Ngā Āheinga | Capabilities

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

- Demonstrated ability to develop, implement and monitor outcomes of multiple programmes.
- Strong knowledge of financial management, procurement, cost controls within a commercial or government sector.
- Expertise in managing large, complex programmes end to end ensuring they meet time, cost and quality standards.
- Extensive knowledge of effective capability building, performance management and coaching practice and frameworks.
- A proven ability to develop, coach, and challenge leaders and team members to foster growth, innovation, and collaborative action.
- Proven track record of building and maintaining trusted relationships with colleagues, key participants, and partners. Your ability to cultivate strong partnerships will facilitate collaboration and drive success in achieving organisational objectives.
- Significant experience navigating complex ideas, integrating multiple concepts, and managing ambiguity effectively.
- Strong written and verbal communication skills to support your team members in using these skills are essential, including for the development of guidance material and external communications as needed.



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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	October 2024
Approved By	HR Advisory Team