



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, Pathways and Transitions

Business Group	Te Poutahu Curriculum Centre
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 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 ū 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 Manager, Pathways and Transitions leads and manages people, plans and resources to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies.

You will be responsible for providing high quality, strategic advice and thought leadership to the Qualifications and Pathways General Manager in relation to the design, development and implementation of policy, and the design and delivery of curriculum and assessment policy, tools, and services.

The role ensures that a deliberate focus on student achievement is maintained by providing thought leadership and guidance in senior secondary education, with a focus on the Secondary-Tertiary interface.

The Manager, Pathways and Transitions leads a team who are currently supporting the NCEA co-requisite and initiatives to support social, emotional and life skills education, careers education, and vocational education in schools.



Ngā Kōrero e pā ana ki te Tūranga Job Description

Ngā Haepapa | Accountabilities

As a Team 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.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- 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 workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- 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.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

As the Manager, Pathways and Transitions you will:

- Provide tailored solutions focused strategic advice on engaging with the public, applying the principles of human centric design.
- Provides expert support to the General Manager, and others in the Qualifications and Pathways senior leadership team in the strategic design and management of key work programmes, with the aim of maximising the quality of services provided to students, parents, whānau and the public.
- Work alongside Industry Standards Boards, TEC, NZQA and Ministry teams to support the development and maintenance of vocational subjects for inclusion in the national qualification. This will include the support and deployment of operational policy through hands on delivery of design services.
- Is responsible for the literacy and numeracy co-requisite, including operational policy. Provide people management of the team and leadership of programmes of work to increase achievement and improve retention and progression of young people into further learning, training, or work.
- Build an effective team by creating a working environment within the team that encourages high performance, engagement, collaboration across teams, knowledge sharing, ongoing learning, creativity and innovation.
- Contribute, alongside other leaders, to build the capability of the Qualifications and Pathway Group and the broader Te Poutāhū. Ensure and promote the right attitudes and behaviours that contribute to the overall culture of Te Poutāhū.
- Recruit and provide support, coaching and direction to direct reports and effectively manage their performance and that of their direct reports.
- Work to provide alignment of work across Qualifications and Pathways and other curriculum focused groups.
- Maintain and strengthen relationships, both internal and external, and navigating the complex matrix



Ngā Kōrero e pā ana ki te Tūranga

Job Description

of roles and responsibilities across the Ministry and its key external partners.

- Ensure the ongoing provision of clear and concise communications and is responsive to all key stakeholders.
- Monitor progress, identify emerging issues, risks, and solve problems, ensuring all approval processes and any other programme agreed processes, procedures, standards and guidelines are followed.

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:

- Proven team leadership experience.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.
- Thorough knowledge of secondary curriculum and assessment systems and how the key workstreams contribute to these.
- Deep understanding of literacy & numeracy/te reo Matatini me te Pāngarau requirements for NCEA and strategies to implement these in both Kura Auraki and Kura Māori settings.
- A clear understanding of the importance of creating quality pathways through senior secondary education and on to further training, tertiary education or employment
- A proven record in presenting high quality, timely and credible advice to Ministers and to other high level decision makers

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 grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Proven and effective communication skills – in particular the ability to write quickly and clearly for a variety of audiences and communicate complex information simply.
- Ability to operate at pace and succeed in an ever-changing environment.
- Leadership experience, particularly 'influencing without positional power'.

Tātai Pou | Our Cultural Competency



Ngā Kōrero e pā ana ki te Tūranga

Job Description

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	June 2025
Approved By	HR Advisory Team