



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Practice Lead

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| Business Group | Te Pou Rangatōpū Corporate |
| Location | Wellington |
| Salary band | B4 |

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 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 Practice Lead is responsible for delivering key components of the Strategy and Performance Group's work programme and supporting related initiatives, such as investment planning and financial sustainability. This role involves developing and preparing core deliverables, including Grants and Funds, Business Plans and contributions to the Appropriations and Estimates Review, the Performance Framework's associated work streams.

The role is focused on thought leadership alongside developing and embedding a coordinated approach to strategic planning and reporting for more efficient use of our limited resources. It requires strong relationships across the wider Ministry, with Ministers' Offices and with external agencies to support decision making, planning and reporting processes.

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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 and strategic 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 Practice Lead you will:

- Lead specific projects or develop strategic products to implementation and project closure and handover to business as usual for benefit realisation.
- Establish and ensure project management procedures and controls, where appropriate including planning, monitoring, reporting, risk and issue management, change control, quality and assurance
- Define and manage scope and objectives, involving all relevant stakeholders and ensuring feasibility
- Develop detailed briefs and clarify specific requirements of each project or strategic product
- Promote and maintain effective relationships across the Ministry to achieve strategic objectives
- Develop detailed planning to monitor and track progress
- Manage risks, issues and opportunities associated with your work program
- Manage within the agreed scope, time and cost constraints.
- Lead the identification, analysis, assessment, response, monitoring and escalation of risks
- Define and manage the timely resolution of issues
- Determine appropriate review and sign-off procedures for the deliverables, and ensure these are followed through
- Document how things will be done, and who will be involved, and managing the work directly with others
- Ensure appropriate procurement practice within Ministry standards and ensure supplier performance is monitored against the statement of work criteria, where applicable
- Manage changes to the scope, schedule and costs via appropriate change processes
- Manage the flow of information between GM Strategy and Performance and Practice Lead about projects and products.



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- Ensure appropriate engagement, consultation and communication with key stakeholders in the Ministry.
- Identify and capture lessons learnt throughout the project lifecycle, where appropriate.

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 building relationships and partnerships with senior leaders to achieve shared outcomes.
- Experience in working within the public sector and understanding of the political environment and how related issues should be managed.
- Experience with Machinery of Government requirements, including procurement, investment, finance, planning and reporting requirements.
- Project management experience across a variety of projects, within a complex organisation, with a track record of delivering complex projects on time, to requirements and within budget.
- Experience in working with multiple workstreams, and competing pressures.
- Experience in the Vote Education and Vote Tertiary Education Budget cycle
- Experience in mentoring and coordinating the work of a team.
- Experience in risk management in defining, mitigating and managing a diverse risk profile.
- Experience in project financial/budget control.
- Strong experience in using project management methodologies, techniques, documentation, and standards within the public 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 track record of delivering high-stakes work on time and in a highly complex context.
- A commitment to ongoing personal and professional development.
- Demonstrated experience in the project management and planning across a large-scale programme .

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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.

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| 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 |

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

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| Date Reviewed and Approved | January 2026 |
| Approved By | HR Advisory Team |