

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Programme Coordinator, Kā Au Kahuraki

Business Group	Te Mahau Takiwa
Location	Canterbury Chatham Islands
Salary band	A5

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 Programme Coordinator is responsible for the effective administration of Kā Au Kahuraki initiatives, supporting the planning, communication, and coordination of programme activities.

They ensure that all activities are delivered in line with best practices and Ministry of Education processes and documentation requirements, contributing to the success of cross-agency efforts to prevent harm and support tamariki wellbeing.

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Ngā Haepapa | Accountabilities

As a Programme Coordinator 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.
- Share expert knowledge across the organisation and the system, working with others to inform system-level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the Programme Coordinator, Kā Au Kahuraki you will:

- Assist with programme planning, coordinating, scheduling, and resource control.
- Provide support for programme and project governance and meetings. Prepare and distribute papers and agendas for programme or project meetings and take minutes.
- Ensure project documentation, registers etc are monitored and maintained.
- Administer the process for requesting, monitoring and paying for external resources (including coding/processing invoices).
- Assist in management of programme and project financials. Support with tracking programme/project expenditure and milestones.
- Provide administrative support to the programme and projects including travel, accommodation, meetings, venues, papers for meetings, equipment acquisitions, diary management, couriers, mail, responses to queries.
- Ensure consistency across programme filing structures in accordance with any policy documents. Establish and maintain systems for collection, storage and retrieval of programme related documentation.
- Assist with maintaining programme documentation.
- Work collaboratively to support the project lead and others and use relationships to achieve the best outcomes for all.

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

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Job Description

Wheako | Experience

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

- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in working in a project or programme team, managing projects with multiple workstreams, and competing pressures.
- Experience in organising – identifying what matters, anticipating next steps, accurately delivering what was commissioned.
- Experience in administration of contracts, purchase orders, timesheets, invoices, filing, meetings, minute taking, and reporting.
- Effectively work with the Microsoft suite of products including Word, Excel, PowerPoint, and Visio.
- Ability to work across different business units within the Ministry and agency partners

Ngā Āheinga | Capabilities

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

- Excellent organisational skills.
- Excellent interpersonal and communication skills.
- A track record of bringing people together and supporting, coaching and mentoring others to achieve outcomes.
- A commitment to ongoing personal and professional development.

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, confident, 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	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



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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	June 2025
Approved By	HR Advisory Team