

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Programme Manager, Establishment Unit

Business Group	School Property
Location	Flexible
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 āianeī, 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 Mātaurana | The 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 Manager, Establishment Unit develops and implements the work programme and priorities to set up the Establishment Unit for the New Zealand School Property Agency (NZSPA).

You will be responsible for managing the delivery of the identified workstreams that will ensure the design, implementation and transition of School Property to a new model is effective and efficient. This will include overseeing the planning, coordination and delivery of all programme components, ensuring alignment with government objectives, stakeholder expectations and legislation requirements.

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Ngā Haepapa | Accountabilities

As a Programme 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 a responsive and integrated programme/product strategy and workplan, aligned to the Ministry's strategy and priorities.
- Lead and manage the programme or product from concept to design, delivery, support and maintenance.
- Manage and report on delivery against the strategy, workplan and budget to support performance against outcomes.
- Plan and manage budgets to support strong financial management and deliver maximum value from resources and investments.
- Develop, implement and maintain the right frameworks, capabilities and systems to achieve programme outcomes, manage people and risk, and support operational compliance
- 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 inspired to perform at their best.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.
- Collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the Programme Manager, Establishment Unit you will:

- Drive programme objectives and provide critical programme leadership to teams and project leads, overseeing the delivery and implementation of the transition of School Property to the new model.
- Manage key stakeholder relationships and ensure relevant project control groups, leaders, and governance boards are kept up to date with progress.
- Deliver quality work in a timely manner that aligns with the wider programme delivery schedule and key milestones.
- Work closely with the workstream leads to ensure they can input effectively into the programme as and when required.
- Ensure the programme of work operates within the agreed programmes approaches and frameworks, Governance tolerances and direction and scope/cost/time bounds defined in the guiding documents.
- Manage the programme, including supervising and controlling the programme, and providing guidance to the underlying projects
- Support the Director, Establishment Unit and Executive leaders in overall programme delivery, including identifying, managing and resolving strategic and operational risks and issues
- Support, coach and mentor project teams and other leaders in robust project and programme governance and management expectations

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- Influence behaviours across the Programme to support collaborative industry practice and the methodologies agreed for programme and project delivery.

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:

- People and operational leadership experience, working at a senior level and managing the development and delivery of complex, cross-functional projects, or programmes.
- Experience in leading, developing and delivering operational programmes and/or products and projects within budget, timeline and scope boundaries.
- Experience of applying programme, project and change management disciplines to deliver outcomes.
- Experience in leading organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a respectful, open and responsive culture.
- Experience in managing external partners and providers to achieve shared outcomes.
- Experience in building relationships and partnerships to achieve shared outcomes
- Excellent knowledge of change management principles with sound business case development and approvals skills.

Ngā Āheinga | Capabilities

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

- Significant knowledge of programme, project and change management disciplines, tools and techniques, including a proven ability to manage programme and project risks, issues, budgets and scope to achieve successful programme outcomes.
- Proven ability to coach and constructively challenge others to shift mindsets and foster collaborative action.
- A proven ability to identify skill requirements for all stages of a project, secure and effectively deploy resources within budget constraints, build the team, delegate roles and responsibilities, develop capability and foster innovation
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform decision making.
- A proven track record of building and maintaining trusted relationships with colleagues, stakeholders and Māori as appropriate.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

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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	July 2025
Approved By	HR Advisory team