

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, Enterprise Portfolio Management Office (EPMO)

Business Group	Te Pou Rangatōpū Corporate
Location	Flexible
Salary band	M6

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 Manager, EPMO 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 develop and implement functional strategies, priorities and work programmes to support the achievement of outcomes that are aligned to the Ministry's purpose and agreed strategies.

You will provide leadership and guidance to the team responsible for enterprise-wide guidance, governance and standardised processes and frameworks to guide the way Ministry completes portfolio, programme, project and change management.

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Ngā Haepapa | Accountabilities

As a 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, EPMO you will:

- Hold strong relationships with projects, programmes and PMOs throughout the Ministry, particularly with portfolio delivery (PMO) occurring in Te Mahau.
- Set PMO & Change Methodology for all PMOs, projects, and programmes throughout the Ministry and inform governance and prioritisation processes.
- **Reporting and Transparency**
 - Lead Te Tāhuhu wide monitoring and reporting of the key work priorities and deliverables (key projects and programmes), advising senior leaders on efficacy and strategic investments (including to support decision making), delivery risks and issues and progress towards achieving our strategic objectives and intent.
- **Strategic Alignment**
 - Ensures all projects and programmes align with the agency's strategic objectives and government priorities and acts as a bridge between executive leadership and delivery teams.
- **Governance and Oversight**
 - Establishes and enforces consistent governance frameworks across portfolios
 - Monitors project health, risk, and compliance with standards like the All-of-Government Assurance Framework
- **Portfolio Management**
 - Prioritises and balances resources across competing initiatives.

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- Manages interdependencies and optimises investment decisions.
- **Performance and Benefits Realisation**
 - Tracks KPIs, cost variance, delivery timelines, and benefit realisation
 - Ensures that projects identify delivery of measurable outcomes & value
- **Capability Building**
 - Lead the development and delivery of project management maturity and skills across the organisation and investment
 - Lead investment capability improvement initiatives within the ministry which will require long term behaviour change across various business units while providing trusted expertise and specialist technical advice in simple, easy to use language. Oversee training for the Ministry on key project and change methodologies.
 - Leads and delivers training, tools, and templates to uplift delivery capability.
- **Resource Optimisation**
 - Leads workforce planning and resource allocation to avoid duplication and bottlenecks
- Maintain key stakeholder relationships across government agencies.

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 within a complex environment.
- Experience in developing and delivering investment plans that align to organisational strategies
- 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.
- Experience in a senior EPMO role or similar related programme/project or consulting role.
- Experience as a people leader with a proven record of effectively managing teams in a complex and demanding environment
- Knowledge of Treasury and OAG expectations for project/programme requirements and performance reporting, such as Better Business Cases, CBAX and frameworks such as P3M

Ngā Āheinga | Capabilities

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

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- 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.

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	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