



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Delivery Manager, Weather Tightness

Business Group	School Property
Location	Variable
Salary band	A9

### 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 Delivery Manager (DM) is a key member of the Ministry's Weathertightness Team, supporting the delivery of a programme of over 200 weathertightness remediation projects. Working closely with other Weathertightness Programme team members and Property colleagues to support the delivery of a high volume, often complex, weathertight construction projects at schools across the motu but predominately the North Island.

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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 level 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 Delivery Manager, Weather Tightness you will:

- Work closely with the Programme Manager, and other Weathertightness Team members to ensure the strategic goals of the programme are met.
- Maintain an overview of project budgets and expenditure, identifying potential financial issues, their implications and options to resolve. Where necessary work with the Programme Manager to adapt the programme in response to: Financial, political, workforce demand or pressures.
- Oversee operational delivery of projects via the Weathertightness Programme team and external project managers and consultants. Ensuring pre-engagement, project brief development, planning and design, delivery and handover are to the agreed scope, schedule, budget and quality.
- Assist in managing workflows and resource allocation within the programme, ensuring high quality processes, procedures, standards and guidelines are developed and followed.
- Engaging in collaborative problem solving to resolve issues and mitigate risks, and in particular adopt a partnership approach with the Programme's external providers to support collective problem solving.
- Monitor the performance of external project managers, suppliers, contractors and specialist consultants involved in delivering projects.
- Assist in the oversight of supplier and contract performance management including reporting. Work with others as required to address issues relating to timeline, variations, budget, deliverables or quality.
- Work with the Procurement Team to develop any necessary procurement improvements that are aligned to the delivery of the programme. Participating on selection panels and evaluation of tender responses.
- Use building knowledge to assist with decisions before and during construction.
- Ensure contract management is conducted in accordance with Ministry guidelines and contracts contribute to the achievement of government outcomes and objectives, represent value for money and legal and other documents are complete, current, and stored to provide a clear audit trail that satisfies legal requirements.

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- Monitor project progress, identifying emerging issues and risks. Manage quality assurance processes and the identification, assessment and management of risks and issues at a project level and maintain the Programme Risk and Issues register and document lessons learned.
- In a culture of collaboration and shared problem solving, work with the delivery team and external advisors to assess and address the technical issues that arise, and co-ordinate and manage these appropriately in line with Policy.
- Use relationships as the foremost tool to achieve the best outcomes for all with all levels and categories of stakeholders and customers.
- Effectively manage relationships to progress programme delivery and build the Ministry's reputation including relationships with Asset Management, school principals, school boards, project managers, contractors and consultants. Ensure any conflict between parties is resolved, with a strong focus on contractual responsibilities and formal accountability and governance relationships.
- Ensure the ongoing provision of clear and concise communications and be consistently responsive to all key stakeholders. Provide required information to stakeholders in a consistent and integrated way.
- Provide consistent and accurate reporting to the Weathertightness Programme team.
- Work collaboratively within other national delivery programmes.

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 with remediation and refurbishment construction projects preferably in a school environment
- Experience in a complex organisation, building relationships and partnerships to achieve shared outcomes.
- A track record of using programme or project management methodologies and organisational processes in achieving efficient outcomes with strong skills in managing risks and implementing lessons learnt.
- Proven skills and experience in leading and managing a team of professionals.
- Managing important stakeholders at a programme or project level, acting with integrity at all times.

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## Ngā Āheinga | Capabilities

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

- A track record of bringing people together, negotiating with stakeholders in complex environments to achieve shared 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 commitment to ongoing personal and professional development.
- Understanding of the New Zealand design and building processes.
- Understanding of contracting and procurement processes for construction projects
- Ability to establish and maintain effective relationships with customers and gain their trust and respect.
- Ability to manoeuvre through complex political situations effectively.
- An understanding of government decision making and operating procedures.

## 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	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.



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### Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	May 2025
Approved By	HR Advisory Team