



## Application Lead, Converting Schools

<b>Business Group</b>	Charter Schools Agency
<b>Location</b>	Wellington
<b>Salary band</b>	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 āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake 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

Charter schools | kura hourua offer more choice and flexibility in what is taught and how it is taught, as long as children are safe, attending school and achieving. The Charter School Agency is a departmental agency established on 1 July 2024 to implement and operate the new charter school model, including negotiating, managing contracts, and delivering funding. The Charter School Agency supports the Authorisation Board to approve charter schools, monitor their performance and hold them to account.

### Tēnei Tūranga | About the role

As the Application Lead, Converting Schools you will work independently to oversee the application process for schools wishing to convert to become charter schools. The role will manage the statutory application process, from the point that a school expresses interest in becoming a charter school, until they have been approved by the Authorisation Board.

This includes designing and communicating appropriate application processes, engaging with interested schools, providing information on the process required and to address questions from schools and sponsors regarding the charter school model, liaising with the Ministry of Education and Education Review Office, designing and facilitating appropriate statutory consultation, and facilitating the Authorisation Board's decision-making processes.

Throughout the process, the Application Lead will provide regular updates and advice to the Authorisation Board and Chief Executive on progress and next steps. They will work with other members of the Charter School Agency to ensure a smooth transition across the charter school journey, including anticipating matters to be considered in contracting and performance monitoring at an early stage in the process.

### Ngā Haepapa | Accountabilities

#### As a Specialist within Charter School Agency 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 Agency.
- 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 Application Lead, Converting Schools you will:**

- Design and manage appropriate processes to ensure that schools wishing to convert to become charter schools complete the necessary steps to enable the Authorisation Board to approve their application.
- Provide the Authorisation Board, and Chief Executive, with regular updates on interest and applications and advice on next steps regarding schools that are in the process.
- Work with the Outreach Lead to provide information on the processes for converting schools and sponsors, and to understand the needs and background of any schools that have expressed interest, or to support connections between potential schools and potential sponsors.
- Receive, log and process expressions of interest and final applications to convert, maintaining excellent record keeping.
- Ensure declarations that proposed governing members are fit and proper persons are verified, and advice provided to the Authorisation Board on any further checks required.
- Communicate with interested schools, assign (or act as) a key contact to work with the school and sponsor throughout the process and enable access to information and funded support to complete their application.
- Provide information to the Ministry of Education and Education Review Office to ensure schools receive clear information on the implications of conversion, the Authorisation Board receives comprehensive information to inform its approval decisions.
- Ensure any barriers to contracting and implementing the conversion are identified at an early stage. This includes facilitating the formal statutory process of seeking the views of the Secretary for Education and the Chief Review Officer.
- Support the Authorisation Board to complete statutory consultation requirements, including designing an approach to community consultation, and facilitating the implementation of consultation activities.
- Provide detailed analysis and advice to the Authorisation Board regarding all consultation conducted and information collected.
- Provide all necessary information and advice required by the Authorisation Board to make an approval decision, including recommending any approval conditions to be incorporated in contracting and the gazette notice.
- Complete comprehensive handover to officials overseeing the implementation of the conversion and consequent performance management, with thorough information on all steps conducted and information collected.
- Contribute as a member of the Charter Schools Agency to build the capability of the overall team.
- Promote the right attitudes and behaviours that contribute to the overall culture of the Charters Schools Agency, respecting our obligations to Te Tiriti.
- You will make decisions in accordance with the Agency's policies and delegations' framework.



## 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 designing and managing statutory processes, ensuring that all procedural steps are completed in line with legislative requirements and that decision-makers are provided with accurate and comprehensive information.
- Proven experience in programme management, including coordinating task allocation across multiple agencies, and monitoring, tracking, and reporting on progress.
- Experience in planning and delivering stakeholder consultation or engagement activities, including the accurate documentation, analysis and reporting of feedback provided
- Experience in delivering clear, concise, and well-informed advice to boards, ministers or other senior officers
- Experience in identifying risks, escalating them appropriately, and implementing effective mitigation strategies.
- Experience working in a high-paced, agile environment with the ability to think on your feet.
- Education sector knowledge and experience is not essential but would be an advantage.

## 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 commitment to ongoing personal and professional development.
- Excellent time management and organisational skills.
- The ability to anticipate, identify and resolve problems in an innovative manner.
- Proven ability to maintain utmost integrity in all interactions and treating all information you are party to in your role as confidential.
- A track record of excellent customer service and dedicated to meeting the expectations and requirements of internal and external customers.
- Demonstrate initiative and a high degree of professional independence and self-discipline, remaining calm under pressure.

<b>Date Reviewed and Approved</b>	June 2025
<b>Approved By</b>	HR Advisory Team