

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Programme Coordinator

<b>Business Group</b>	Te Puna Ohumahi Mātauranga   Education Workforce
<b>Location</b>	Wellington
<b>Salary band</b>	A6

### 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

Te Pou Ohumahi Mātauranga | Education Workforce is accountable for designing and implementing strategies and services to drive ongoing improvements in the education workforce, including kaiako and support and specialist staff.

The Programme Coordinator works in the Office of the Hautū, Te Pou Ohumahi Mātauranga to provide efficient and effective administration, planning, co-ordination and support projects, programmes, and day-to-day operations. You will support the operational success of the group by meeting administrative, coordination, and other business needs as they arise.

The Programme Coordinator reports to the Director of the Office of the Hautū.



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Ngā Haepapa | Accountabilities

**As a Programme Coordinator, you will:**

### **Administrative support**

- Organise travel, accommodation, meetings, venues, papers for meetings, equipment acquisitions, queries for specified projects and work programmes. This includes support for the Chief Advisor Leadership and Pouarahi.
- Support recruitment processes including arranging and writing and posting advertisements, sorting applications, arranging interviews and communications with candidates.
- Monitor and expedite progress of administration related to projects/programmes and other work as required.
- Manage the end-to-end Te Pou Ohumahi Mātauranga central mailbox and Hautū approvals process
- Receive, allocate, monitor and track all incoming correspondence from GEMS, other teams in Te Pou Ohumahi Mātauranga, other parts of the Ministry, and the Minister's Office.
- Identify and prioritise urgent or sensitive requests and notify relevant staff
- Report to management on the status of requests in play

### **Continuous improvement**

Ensure good practice and a proactive approach through:

- Understanding and following standard Ministry practices, protocols, policies and procedures, and identifying and implementing process improvement opportunities.
- Acting as a team player focused on delivering the collective goals of the office, demonstrating behaviours consistent with the Ministry values, adding value by working across boundaries supporting and assisting others as the situation requires.
- Identifying opportunities for continuous improvement and suggest or implement solutions.

### **Managing work priorities**

- Manage and deliver on work priorities by planning and organising self to deliver work commitments to required timeframes and quality standards.
- Establish project timeframes, manage own input and ensure others' contributions are made to enable work to progress.
- Track, identify and provide advice on emerging issues that pose potential risk, advising on priorities and focusing effort where it has the most impact.

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:

- Confidence operating in a fast paced, dynamic environment.
- Experience in navigating a complex organisation to get work done.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in managing multiple workstreams and competing pressures.
- Knowing when to ask for support and escalate matters.
- Experience in administration of procurement processes, filing, meetings, minute taking, and reporting.
- Experience in organising – identifying what matters, anticipating next steps, accurately delivering what was commissioned.
- Effectively work with the Microsoft suite of products including Word, Excel, PowerPoint and Visio.
- Relevant tertiary qualification.
- Experience in managing projects or programmes involving multiple stakeholders in a political or ambiguous environment.
- Desired:
  - Training in information and/or project management practices
  - Demonstrated practical application of the principles of the Treaty of Waitangi and their implications on education provision, and experience working with Māori

## Ngā Āheinga | Capabilities

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

- Excellent interpersonal and communication skills.
- Ability to build and maintain rapport with internal and external stakeholders.
- Proactively looks for new and innovative ways of approaching situations and solving problems.
- Exercises sound judgement based on logical assumptions and factual information and that takes into account resources, constraints and organisational values.
- Deals with pressure in a mature, resilient way.

## 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



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### 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