



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Engagement Co-ordinator

Business Group	Te Poutāhū Curriculum Centre
Location	Te Whanganui-ā-Tara Wellington
Salary band	A6
Role Type	Fixed Term – End date 29/09/2025

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 āianei, 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

This role sits in The Curriculum and Assessment Change Programme which is a key unit within Te Poutāhū | Curriculum Centre. It's focus is on delivering multiple, interrelated projects with a set scope that deliver to outcomes tied to Te Poutāhū and Te Mahau strategic direction, as well as Cabinet Decisions. The Programme works in partnership with other Te Poutāhū business units to enable the products and outcomes delivered from these projects to move into the business for ongoing delivery, maintenance, and support.

The Engagement Co-ordinator is responsible for supporting and monitoring the engagement activities related to the programme deliverables, ensuring external stakeholders are engaged to test and consultant on key products understand how their feedback is incorporated into products.

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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 Engagement Co-ordinator you will:

- Facilitate the engagement with external stakeholders ensuring positive relationships are built for all Programme Products through testing and consultation rounds.
- Ensure that engagement and consultation initiatives are being delivered as per the programmes requirements and aligned to the overall Te Poutāhū engagement direction (as supported by Strategy and Integration overall approaches).
- Ensure the implement of the engagement plan if being followed and where issues arise report and escalate accordingly.
- Monitor and report on all engagement activities across the programme.
- Assists in obtaining feedback from the sector and ensuring the sector feels engaged and listed too, by ensuring effective feedback loops are implemented and monitored.
- Help support the groundwork for implementation of the products as they are finalised.
- Work collaboratively with the team to address any issues and provide potential solutions.
- Respond to risks, issues and dependencies ensuring these are logged in the register. Own, mitigate, or escalate where they cannot be managed within the team.
- You will make decisions in accordance with the Ministry's policies and delegations framework.



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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.
- Knowledge of the education sector.
- Experience working in programme/project environments.
- Understanding of The New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki and approaches to curriculum development and design.
- Experience in working with a sector to obtain feedback on products.

Ngā Āheinga | Capabilities

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

- Good Problem solving skills
- Excellent interpersonal and communication skills.
- Ability to work flexibly across the work area.
- A breadth and/or depth of experience which makes them a 'go-to' person.
- Resilience to deal with pressure.
- Ability to identify risks and effective mitigation.
- Ability to influence and persuade others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.
- Good organisational skills, able to manage and prioritise multiple tasks
- Sound knowledge of government and public sector processes.

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.

While this role is set at Developing, you will be provided with development support within Te Poutāhū to enable you to reach the next level of Confident.

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



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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	May 2024
Approved By	Advisory Team