



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Programme Coordinator

Business Group	Te Pae Aronui Operations and Integration
Function	Operational Design and Development
Location	Flexible
Salary band	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.



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Tēnei Tūranga | About the role

The Programme Coordinator plays a key role in supporting the successful delivery of operational design and development initiatives. You'll work across teams within the function to ensure initiatives are well-organised, planned, and supported.

Your responsibilities will include managing team logistics, assisting managers and teams with administrative tasks and capturing notes and action points during meetings. You'll coordinate the formation of design teams, manage reporting activities, monitor delivery progress, and provide advice on programme alignment. You'll also manage system tools and offer hands-on initiative support.

This role sits within the Operational Design and Development function of Te Pae Aronui – Operations and Integration. You'll work closely with other Programme Coordinators, Initiative Leads, and Managers, reporting to either the Manager, Design and Development Delivery or Manager, Te Ranga Taunaki.

Ngā Haepapa | Accountabilities

As the Programme Coordinator, you will:

- Provide effective coordination support to design and development leaders and initiatives.
- Prepare governance and project status reports, agendas, minutes, and maintain logs and registers.
- Contribute to risk and issue management by identifying and prioritising potential risks.
- Develop robust delivery schedules, identify task sequences, dependencies, and required effort.
- Manage and regularly review design plans to ensure timely delivery of tasks and milestones.
- Support teams by establishing standards, tools, and procedures for issue, risk, security, privacy, and information management.
- Arrange and attend design meetings, taking and distributing minutes.
- Support assurance and governance processes, including maintaining action registers.
- Set up and maintain project files and document control procedures.
- Organise logistics for design team formation and initiative meetings, including working and governance groups.



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Wheako | Experience

To be successful in this role you will have the following experience:

- Experience supporting initiatives, projects, or programmes, particularly with competing priorities.
- Familiarity with programme management methodologies, tools, and documentation.
- Experience in the public sector and an understanding of the political environment.
- Strong organisational skills, with the ability to anticipate needs and deliver accurately.
- Experience with administrative tasks such as calendar management, purchase orders, timesheets, invoicing, and reporting.
- Proficiency in Microsoft Office tools, including MS Project, Word, Excel, PowerPoint, and Visio.
- A collaborative working style, both within and outside the organisation.

Ngā Āheinga | Capabilities

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

- **Effective Communication:** You listen actively and communicate clearly, ensuring your messages are understood by a range of audiences.
- **Pragmatic Professionalism:** You bring a best-practice approach and high standards to your work, while remaining flexible and solutions focused.
- **Results Orientation:** You are driven to achieve goals, follow through on commitments, and maintain momentum under pressure.
- **Information and Engagement Awareness:** You understand the information needs of key stakeholders and contribute to the development of timely and appropriate communication and engagement activities.
- **Relationship Building:** You build and maintain strong working relationships across business areas, fostering collaboration and shared understanding.
- **Cross-functional alignment:** You ensure alignment across relevant business areas and manage communication effectively to support integrated delivery.
- **Team Rapport:** You develop strong working relationships across teams, contributing to a positive and productive team culture.



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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.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	May 2024
Approved By	HR Change Team