



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Programme Lead, Qualifications

Business Group	Te Poutāhū   Curriculum Centre
Location	Wellington
Salary band	GM21

## 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 Programme Lead, Qualifications contributes to the collective leadership and governance of Te Tāhuhu, helping to deliver our purpose and embed the strategic vision in their area of accountability. The role is responsible for providing strategic and operational leadership in the design, development and implementation of qualifications within the programme. This role works collaboratively with the Senior Responsible Owner (SRO), Programme Directors, and Business Leads to ensure alignment across programme objectives.

The Programme Lead, Qualifications has a strong understanding of the national curriculum and how aspects of this are credentialled, to provide strategic direction and leadership for the operationalisation of new qualifications. This role will build and leverage strong partnerships with internal and external stakeholders, to ensure successful and sustained delivery is achieved through programme and change management practices.



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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Develop responsive and integrated strategies and work programmes, and support implementation that contributes to wider outcomes.
- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges
- 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 complex issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead 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 workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people are inspired to collaborate and perform at their best.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.

#### As the Programme Lead, Qualifications you will:

- Lead the design and development of assessment guidance for subjects ensuring coherence with subject curricula and NZQA assessment requirements and facilitating strong connections between subject development teams and NZQA to support integrated qualification and assessment design.
- Develop responsive and integrated strategies and work programmes, and support implementation that contributes to wider outcomes.
- Lead out product development and provide input, ensuring that a consistent product and resource quality is upheld. This will include leading development with internal Ministry teams.
- Oversee effective delivery of plans, and report on performance against agreed Ministry strategies. Recording and maintaining progress updates in status reporting.
- Plan and manage operational budgets to support strong financial management and deliver maximum value from resources and investments.
- Support the development and maintenance of the right frameworks, capabilities and systems to achieve strategic outcomes, manage people and risk, and safeguard the Ministry's integrity and reputation.



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- Report to the Programme Governance Board (PGB) on change initiatives and implementation progress. Capturing risks, issues and dependencies in the appropriate registers with sufficient detail.
- Demonstrate active and visible participation throughout the Programme, 'owning' and championing the change, building excitement and enthusiasm, and ensuring a sustained presence to build and maintain momentum for the change.
- Taking the lead in building and maintaining a strong group of partners (or sponsor coalition) to help support the change, mobilise key stakeholders, and advocate for the change.
- Communicate support and promote the change to impacted groups including why change is important. Sponsors support the changes through direct engagement with stakeholders.
- Partner with NZQA and other subject developers to ensure they are supported through curriculum and assessment development and that qualifications are aligned with national standards and assessment frameworks.
- Ensure that all associated quality design decisions are compatible with and align to approved strategies, standards, policies within the Programme, Te Poutāhū, and wider Ministry.
- Provide active guidance as an integrated, collaborative approach, ensuring quality alignment across all products and ensuring Programme process, approaches and direction are followed.
- Support the SRO to ensure the Minister's office is kept up to date with Programme Progress.
- Managing the sponsorship teams on a day-to-day basis.

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:

- Senior leadership experience within a complex and diverse environment.
- Strategic thinking with a strong knowledge of policy and working on high stakes policy driven initiatives.
- Tertiary qualification in a relevant field (post graduate preferred).
- A relevant qualification in programme and/or project management is desired.
- Deep knowledge of the education sector and qualifications frameworks
- Experience in leading, developing and delivering integrated strategic programmes that have organisational impact.
- Experience in leading and applying programme, project and change management disciplines in large organisations.
- Experience in driving organisational change aligned to strategic priorities that delivers intended outcomes.
- Experience in building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in managing external partners and providers, in complex and diverse environments, to achieve shared outcomes.



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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 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.
- Confidence when working with ambiguity with exposure to leading through organisational change.
- The ability to provide advice and build trusting relationships with a broad range of audiences.
- Advanced interpersonal, communication, influencing, relationship management and stakeholder engagement skills.
- Solid organisational skills including showing attention to detail, prioritisation and initiative.
- A commitment to ongoing personal and professional development and openness to innovation.
- Extensive knowledge of programme, project and change management disciplines, principles, tools and techniques.
- Proven ability to coach and constructively challenge others to shift mindsets and foster collaborative action.
- Sound political awareness and knowledge of government processes, with proven ability to navigate ambiguity in a complex environment.
- An understanding of Te Ao Māori and tikanga as it relates to education or public sector practice.
- Understanding of the Treaty of Waitangi and its implications for the work of the Ministry.

## Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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, confident, 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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kipa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident

## 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	November 2025
Approved By	HR Advisory Team