

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Manager, Learning Area Leads

Business Group	Te Poutāhū   Curriculum Centre
Location	Wellington
Salary band	M4

### 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 Manager, Learning Area Leads works within the Curriculum and Assessment Change Programme implementing programme workstream deliverables including participatory design, planning, and delivering implementation support for the regions to have the capability to enable them to engage with the sector and stakeholders.

The Manager is responsible for ensuring the team works in a collaborative manner to ensure the design, development, and implementation of products through the life of the programme, including ensuring all changes support Māori, Neurodiverse and disabled learners and Pacific learners are implemented and embedded.

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As the programme moves through stages from design, development to implementation, the expertise of role holders will be focused accordingly to reflect the stage the programme is in as it implements the updated NCEA and the capability of teachers is built (through the wider Te Mahau) to deliver that updated content.

## Ngā Haepapa | Accountabilities

### As a Manager 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.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- 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 collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

### As the Manager, Learning Area Leads you will:

- Provide strategic advice to the Programme on engaging with the public and applying the principles of human centric design within the implementation of the NCEA change.
- Provide support to the Programme Director and others as required and ensure they are closely involved in the strategic design and management of key work programmes with the aim of maximising the public value and quality of services provided to students, parents, whānau and the public.
- Connect the project teams so that engagement activities are planned and executed, ensuring all external communications are appropriately developed, signed-off and that any issues in this key part of the project are escalated (as per the programme frameworks) promptly where necessary.
- Act in Programme roles as required i.e., Product Owner, Product Manager, Agile Team Lead.
- Ensure the relevant people fully understand the NCEA Change Implementation Business Case and take steps to ensure compliance to the Implementation Business Case is observed.
- Provide clear direction to staff; employ the right mix of skills to a given problem or challenge; motivate staff members to want to do their best; set objectives that are achievable; maintain good records of decisions; provide constructive feedback to staff and other managers.
- You will make decisions in accordance with the Ministry's policies and delegations' framework.
- Identifies challenges systematically to enhance the efficiency and effectiveness of operations, work deliverables and quality management.

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- Engage with and support the regions who will engage with and implement the NCEA change across the education sector
- Engage across with wider Te Poutāhū group and the Ministry where required to ensure alignment of delivery of other programmes of work.
- Demonstrate the values of partnership by forming high quality, respectful, relationships with counterparts in NZQA.
- Work collaboratively with regional Directors of Education and their staff to advise and support regional implementation plans.
- Provide training and support for regional implementation teams.

## 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 or an ability and desire to learn about NCEA to a technical level.
- Experienced in group facilitation to achieve alignment and output to specific timeframes.
- Experience leading and implementing change.

## 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, in particular the ability to write clearly for a variety of audiences and communicate complex information simply.
- A commitment to ongoing personal and professional development.
- Ability to operate at pace and succeed in an ever-changing environment.
- Enthusiastic and diligent.

## 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.



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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	1 May 2023
Approved By	Programme Director