

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Programme Manager, Collective Bargaining

Business Group	Te Pou Ohumahi Mātauranga Education Workforce
Location	Wellington
Salary band	B4

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 whitake 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 Manager, will lead the overall programme workflow of the Employment Relations (ER) team including the development of pay equity bargaining strategies for any new claims, and the sector collective bargaining programme of work. This role will ensure critical support functions are aligned to ER goals, manage timelines and delivery of all bargaining materials and processes. They will be the key liaison with the Public Service Commission, internal approvers, and other stakeholders to assure quality and alignment. The Programme Manager will lead the implementation programme for settled collective agreements.

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Ngā Haepapa | Accountabilities

As a Team 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.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

As the Programme Manager, Collective Bargaining you will:

Build effective relationships and conflict resolution

- Use relationships as the foremost tool to achieve the best outcomes for all with all levels and categories of stakeholders and customers.
- Lead the management of effective relationships to progress project delivery and build the Ministry's reputation with our key stakeholders and where necessary ensure any conflict between parties is resolved, with a strong focus on contractual responsibilities and formal accountability and governance relationships.
- Work collaboratively to support other areas of the business as required.
- Establish strong working relationships with key stakeholders (internal and external, this includes, employers, unions, NZSBA and central agencies) to ensure effective engagement.
- Model best practice approaches to planning and delivering work, including the active mentoring of junior staff.

Project Management – collective agreement negotiation

- Utilise a programme management approach to manage education sector collective agreement negotiations through each phase from prebargaining preparation to the implementation of successful settlement.
- Ensure collective agreement negotiation meet good faith requirements, government policy requirements and adhere to mandates.
- Develop comprehensive project plans, resource plans to support the processes of collective



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agreement negotiations preparations, negotiations, industrial action and implementation.

- Monitor and report on progress and manage project risks, issues and opportunities.
- Report and escalate to Manager Employment Relations and Payroll Operations as needed and determine appropriate review and sign-off procedures.
- Define project resourcing needs and support resource allocation.
- Provide leadership to negotiation teams, from planning negotiation through to implementation of successful settlements
- Delegate work tasks based on team members' individual strengths, skill sets and experience levels.
- Coordinate internal resources and third parties/vendors as required.
- Ensure project(s) are delivered in accordance with agreed timelines and within budget.
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Use and continually develop leadership skills.
- Review and refine internal project schedules, budgets, progress reports, and undertake fortnightly reporting.

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:

Essential

- Proven team leadership experience.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.
- Proven solid project management experience in the public sector.
- Solid organizational skills including attention to detail and prioritising.
- An effective leader with exceptional team building and negotiation skills and sound business case and approval experience.

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Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent written, verbal and relationship building communication skills.
- Sound understanding of project management principals and delivery.
- Demonstrated problem solving skills.
- Experience of effectively leading change.
- Demonstrated experience developing and tracking budgets.
- Significant relationship building and management experience including liaising with, communicating to, consulting with and influencing stakeholders.
- Proficiency in MS Office suite, MS Project and MS Visio
- Sound understanding of Machinery of Government, public sector delivery structures and systems.
- Advanced influencing, relationship management and stakeholder engagement skills.
- Ability to lead collective agreement negotiations.
- Understanding of best practice service delivery.
- Understanding of the Treaty of Waitangi and its implications for the work of the Ministry.
- The ability to work effectively in a collaborative, team environment.
- Initiative – proactively looks for new and innovative ways of approaching situations and solving problems. Is accountable for achieving required outcomes.
- Resilience to deal with pressure in a mature way.
- Uses positive attitude to ensure work progresses appropriately with all involved.
- Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities

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	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

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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	July 2025
Approved By	HR Advisory Team