



## Board Secretariat and Ministerials Lead

<b>Business Group</b>	Charter Schools Agency
<b>Location</b>	Wellington
<b>Salary band</b>	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 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

Charter schools | kura hourua offer more choice and flexibility in what is taught and how it is taught, as long as children are safe, attending school and achieving. The Charter School Agency is a departmental agency established on 1 July 2024 to implement and operate the new charter school model, including negotiating, managing contracts, and delivering funding. The Charter School Agency supports the Authorisation Board to approve charter schools, monitor their performance and hold them to account.

### Tēnei Tūranga | About the role

This role will lead the Charter School Agency's role as secretariat of the Authorisation Board. Working alongside the Chief Executive and the Chair of the Board, they will enable the Board to operate effectively to make statutory decisions. They will help organise the Board's agendas, maintain strong meeting papers discipline, ensure the provision of high quality and timely information to inform decision making and provide advice on key issues and risks as requested by the Chief Executive or Board.

This role will also be the key contact on behalf of the Chief Executive for Ministers and their offices. They will ensure effective flows of information to support the Agency's relationship with Ministers, and to fulfil parliamentary and ministerial obligations such as responding to enquiries, OIAs and parliamentary questions.

In both of these roles, they will work closely as part of the Charter School Agency to set up processes for the management of information, draw on expertise and information from across the Agency. Their key objective is to enable the Agency to receive timely decisions and direction to enable successful implementation of the charter schools | kura hourua model. They will also work closely with the Ministry of Education to ensure consistency of information and clarity of responsibilities.



## Ngā Haepapa | Accountabilities

### As a Board Secretariat and Ministerial Lead you will:

- Understand the legislation, policy and political context for the operation of charter schools | kura hourua.
- Offer support to the Chief Executive to enable them to deliver high quality advice and guidance to the Authorisation Board and maintain an excellent working relationship with the Board Chair.
- Maintain the confidence of the Chair and members of the Authorisation Board, including by establishing and maintaining effective processes to facilitate the Authorisation Board in their statutory decision-making role.
- Collate and deliver agendas, meeting papers and meeting minutes for the Authorisation Board in a timely and disciplined way.
- Provide the Minister and their office with effective support, including managing processes to commission appropriate information and provide high quality information and advice.
- Support the Agency's parliamentary accountability by establishing effective processes for responding to, checking and reviewing Select Committee questions, working with the relevant bodies and the relevant People and Financial leads to gather appropriate information.
- Collaborate with the Ministry of Education to ensure that the Agency responds to ministerial queries that are managed by the Ministry on behalf of the Agency.
- Innovate to design effective and non-bureaucratic processes for information flows, including optimising the use of technology, especially the process tools offered by the Ministry of Education.
- Contribute as a member of the Charter School Agency to build the capability of the overall team.
- Promote the right attitudes and behaviours that contribute to the overall culture of the Charter School Agency, respecting our obligations to Te Tiriti.
- You will make decisions in accordance with the Agency's policies and delegations' framework.

## Wheako | Experience

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

- Knowledge of and experience of the machinery of government, and public sector governance and accountability arrangements.
- Experience working with Ministers, Chief Executives and senior stakeholders
- Experience facilitating and advising decision-making or advisory Boards in procedure matters.
- Proven experience in working in a high-paced, agile environment with the ability to think on your feet.
- A track record of excellent service and dedicated to meeting the expectations and requirements of internal and external customers.
- Proven ability to influence others to achieve the outcome, including the ability to establish and maintain strong relationships to gain their trust and respect.

## Ngā Āheinga | Capabilities

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

- Excellent relationship management skills and a customer service mindset
- Political savvy and ability to understand and manage context



- Structured and well organised, focused on setting up clear and efficient administrative processes, and maintaining timely delivery across an organisation
- Ability to work in an agile and flexible way through a start-up where not all settings are clear.
- Utmost integrity in all interactions and treating all information you are party to in your role as confidential.
- Demonstrate initiative and a high degree of professional independence and self-discipline, remaining calm under pressure.

<b>Date Reviewed and Approved</b>	7 October 2024
<b>Approved By</b>	Hannah Cameron, Head of Applications and Contracts, Charter Schools