



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Development Chef - Special Projects

Business Group	Te Pae Aronui Operations and Integration
Location	National
Salary band	A9

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 Development Chef - Special Projects is responsible for designing, testing, and implementing nutritious, culturally appropriate, and scalable meal solutions for the Ka Ora, Ka Ako Healthy School Lunches Programme.

The Development Chef - Special Projects will work closely with the Change Implementation Manager and Special Projects Leadership Team to lead the creation of cost effective, child friendly meals that meet nutrition guidelines. This role is pivotal in ensuring that every meal served meets national nutrition standards while appealing to the diverse tastes and dietary needs of ākonga | students.



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Ngā Haepapa | Accountabilities

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

- Ensure meals are appealing, diverse, and aligned with the tastes and dietary needs of ākonga, increasing meal uptake and satisfaction.
- Enable consistency and quality across all school kitchens, regardless of size or location, ensuring every child receives a high-quality meal.
- Support the financial sustainability of the programme while maintaining high standards of nutrition and taste.
- Build capability across the food service network, ensuring smooth implementation and continuous improvement in meal delivery.
- Safeguard the health and wellbeing of students and ensure the programme meets national food safety and nutrition standards.
- Promote a child-centered approach, ensuring meals are not only nutritious but also enjoyed by those they're intended for.

As the Development Chef – Special Projects you will:

Provide advice, support and programme servicing:

- Design, test and refine new menu items, recipes, or food products that are innovative, scalable, and aligned with the objectives of the food programme.
- Lead the development of seasonal, nutritionally balanced, and culturally inclusive menus.
- Support schools and kura by providing advice and guidance on the implementation of food service.
- Lead the creation and maintenance of detailed recipe cards, preparation guides, and portion standards.
- Develop cost-effective recipes that meet nutritional standards within strict budget constraints.
- Provide subject matter expertise and training to kitchen teams and external suppliers on new recipes and preparation techniques.
- Monitor food quality, safety, allergen management, and compliance with health regulations.
- Maintain accurate documentation of trials, testing, and compliance processes
- Engage with students, staff, and communities to gather feedback and refine menus.

Champion continuous improvement:

- Contribute to the ongoing improvement of the programme by sharing examples of best practice or identifying problems and contributing to solutions.
- Contribute insights and a practical understanding of how the programmes operate in the regions / communities.
- Provide advice on delivery issues and operational perspectives.
- Lead, champion and support the implementation of changes and new initiatives.



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Manage relationships:

- Establish and maintain strong working relationships with colleagues and key stakeholders to ensure effective engagement and collaboration.
- Maintain strong working relationships with regional and national staff to ensure a consistent and coordinated approach.
- Communicate technical concepts clearly and persuasively to both specialist and non-specialist audiences.

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:

- Experience in a complex organisation and a sound understanding of the machinery of government, public sector delivery structures and systems.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience and applied understanding of process and systems improvement methodologies.
- Ability to contribute to the design and implementation of Ministry strategic and operational procedures.
- Experience of working in flexible ways to manage moving priorities and focus and deliver results in a busy demanding environment.
- Clear communicator who is confident to test ideas and concepts with others, can problem solve and work collaboratively with others to solve those problems.
- Understanding of best practice service delivery in the public sector.
- Professional culinary or nutrition qualification or equivalent proven experience as a chef or nutritionist, ideally in institutional or large-scale catering environments.
- Strong understanding of food safety and handling in accordance with the relevant legislations
- Experience in product development and menu design
- Strong understanding of child nutrition and dietary requirements.

Ngā Āheinga | Capabilities

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

- Strong understanding of child nutrition and dietary requirements.
- Experience working within tight budget constraints.
- Ability to innovate within budget and operational limitations.
- Excellent organisational and communication skills.
- Ability to work collaboratively and adapt to changing needs.

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, confident, developing and essential) that enable us to deliver our



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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	September 2025
Approved By	HR Advisory Team