



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Programme Coordinator

Business Group	School Property
Location	Flexible
Salary band	A6

## 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 School Property group manages one of the largest property portfolios in Aotearoa New Zealand, composed of over 2,100 primary and secondary state schools and over 8,000 hectares of land with a carrying value of \$33.5 billion. Our team is responsible for the portfolio, including school engagement, asset management, capital works delivery, investment planning and portfolio management.

The Programme Coordinator is responsible for providing programme level tracking, monitoring and reporting.

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### Ngā Haepapa | Accountabilities

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

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- 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 issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to 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 capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

#### As the Programme Coordinator you will:

##### Sub-Portfolio Management

- Management and maintenance of programme data and documentation.
- Where appropriate implementing agreed solutions.
- Oversight, tracking and coordination of key programme deliverables.
- Take responsibility for data integrity, sense check and challenge where data is questionable.
- Regular and programme reporting.
- Coordinating Ministerial and OIA responses as required.
- Maintaining and continuously improving information management systems.
- Capturing lessons learnt on the programme, and report for improvements
- Coordinating the responses to internal and external stakeholders.
- Provide timely, quality advice and support on the development and implementation of internal process management initiatives and standardisation. Research best practice and industry trends.
- Coordinate and manage external contracts as when appropriate
- Provide general administration support to the team regarding systems and processes. Be a centre of excellence for, templates, systems and process.
- Coordinate programme progress, tracking and reporting on upcoming workflow.
- General information management and monitoring of the team mailbox
- Other general administration as required by the programme manager.

##### Problem solving and collaboration

- In a culture of collaboration and shared problem solving, work with your Programme Manager to assess and address any issues that arise, and co-ordinate and manage these appropriately in line with Policy.



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### Building 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.
- Build effective relationships to progress deliverables and build the Ministry's reputation including relationships with 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.
- Promote the Ministry's Standard Planning programme where appropriate internally and externally to the Ministry.
- Work collaboratively to support your team or other areas of the business as required.

### Communications

- Ensure the ongoing provision of clear and concise communications and be consistently responsive to all key stakeholders:
- Provide information and be responsive to internal and external stakeholders to ensure a consistent and integrated approach across the Ministry.
- Provide consistent and accurate reporting to programme management.

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
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven experience in providing support at a programme level.
- Proven ability in preparing documentation, reports, agendas and minute taking.
- Ability to review and amend financial information.

## Ngā Āheinga | Capabilities

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

- 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.
- A commitment to ongoing personal and professional development.
- High level Microsoft Office skills, strong Excel skills, able to manipulate data in Excel Spreadsheets.
- Strong attention to detail and organisation skills
- Ability to prioritise multiple tasks effectively in a fast-paced environment with high volume of activity.
- Ability to establish and maintain effective relationships with customers and gain their trust and respect.
- Ability to problem-solve, solution oriented.

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## 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 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