

# Position Description



**Te Kawa Mataaho**  
Public Service Commission



<b>Position</b>	<b>Chief Executive</b>
<b>Agency</b>	<b>Charter School Agency</b>

## Position purpose

A new departmental agency is being created to establish, implement, operate and monitor the performance of charter schools | kura hourua in New Zealand.

Charter schools provide parents with additional choices over how their children are educated and will be run by private or NGO sponsors which will operate with considerable flexibility over their governance, management, curriculum, and staffing in exchange for reaching clear education performance measures set out in contracts. These contracts will hold education providers to account with specified performance standards, to raise overall educational achievement.

A small number of charter schools are expected to be operational by the beginning of 2025. An Establishment Board has been appointed to guide the formation of the charter school model. It will advise on the initial establishment of the charter school model and ongoing functions and management of the model. The Ministry of Education has started work with the Establishment Board that will be passed to the Charter School Agency as it becomes operational. The Charter School Agency will support the Establishment Board until an Authorisation Board is appointed.

The Authorisation Board will be responsible for considering and approving or declining applications from sponsors to establish and manage a charter school and will be able to place conditions on approvals. The Board will also be responsible for deciding on interventions to address performance concerns in schools.

The new Charter School Agency is responsible for contracting with sponsors as approved by the Authorisation Board to establish and operate schools. It will also monitor and report on the performance of charter schools and carry out the operational work for interventions with schools as determined by the Authorisation Board.

The Chief Executive will work alongside the Board, to the Associate Minister of Education (Partnership Schools) and provide advice on how the charter model is working. They will work with the Ministry of Education to support them in advising Ministers on alterations to policy settings as necessary.

The Charter School Agency will be hosted by the Ministry of Education, which will support the Agency in the delivery of its functions.

## Accountabilities

<p>Agency</p>	<p>The Chief Executive of the Charter School Agency is accountable for:</p> <ul style="list-style-type: none"> <li>• <b>Secretariat for the Establishment Board and then the Authorisation Board</b> - providing comprehensive support to enable the Authorisation Board to make statutory decisions in respect to the establishment, disestablishment and performance of charter schools.</li> <li>• <b>Contract with charter school sponsors</b> - contracting with sponsors that are approved to establish and operate charter schools. Undertake the operational work associated with the day-to-day management of contracts.</li> <li>• <b>Monitor</b> - providing an account on what is achieved in the contracts with sponsors to the Authorisation Board, from the performance and financial information it holds.</li> <li>• <b>Interventions</b> - advising on interventions with schools as required and act on Board decisions on interventions.</li> <li>• <b>Engagement with bodies</b> – engaging at a senior level with the other agencies in the education sector on both strategic and operational matters, including engagement that is required by legislation, and advice and information to support the Ministry of Education’s policy advice.</li> <li>• <b>Advice</b> - providing advice to Ministers on the charter school model and its implementation including gathering input from relevant stakeholders and considering practical and value for money solutions.</li> </ul>
<p>Critical success priorities</p>	<p>The Chief Executive of the Charter School Agency is expected to direct their effort and achieve success in the following areas:</p> <ul style="list-style-type: none"> <li>• Continue to establish the Charter School Agency so that it is set up to deliver on its functions and priorities for children and families including through the first charter schools in 2025.</li> <li>• Develop a work programme for the Agency to deliver on the Government priorities for the agency.</li> <li>• Develop technical expertise in the Agency to innovate and continuously improve policy and funding settings and manage the associated risks with new approaches.</li> <li>• Effectively negotiate contracts for the first charter schools to be established.</li> <li>• Ensure the delivery of efficient and comprehensive secretariat support to the Authorisation Board.</li> <li>• Build and maintain constructive relationships with the Authorisation Board including establishing effective channels for regular communication.</li> <li>• Proactively build relationships and work collaboratively with the Ministry of Education, the Education Review Office and other organisations across the education sector.</li> <li>• Work with Māori to align kaupapa māori kura and the charter school model to deliver on Government priorities.</li> <li>• Ensure that the Agency has the governance, leadership, structure and ethos to deliver its role effectively and promote the attraction and retention of talent, in line with the Government’s commitment to the charter model.</li> <li>• Work with the Secretary for Education to develop and agree a departmental agency agreement and ongoing working arrangements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work constructively with Charter Schools Support entity.</li> </ul>
System	<p>As a Public Service chief executive, the Chief Executive, Charter School Agency has the responsibilities, functions and duties as set out in the Public Service Act 2020, the Public Finance Act 1989 and other relevant statutes and legislation.</p> <p>The Chief Executive is accountable for the performance of the agency to the responsible Minister.</p> <p>As a Public Service leader, the Chief Executive, Charter School Agency will:</p> <ul style="list-style-type: none"> <li>• preserve, protect and nurture the spirit of service to the community that public service employees bring to their work.</li> <li>• demonstrate and uphold the values of the Public Service as set out in the Public Service Act 2020.</li> <li>• uphold the Public Service principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure that the agency also does so.</li> <li>• promote diversity and inclusiveness and have regard to the principle that, in order to achieve fairness in employment and a more flexible effective Public Service, it is desirable for the group comprising all public service employees to, as far as practicable, reflect the makeup of society.</li> <li>• uphold the general responsibilities to the appropriate Minister, as set out in the Public Service Act 2020, including ensuring the integrity and conduct of the agency's employees; and</li> <li>• support the Crown in its relationships with Māori under te Tiriti o Waitangi   Treaty of Waitangi by developing and maintaining the capability of the agency and the wider Public Service to engage with Māori and to understand Māori perspectives.</li> </ul>

## Leadership Roadmap

Initially the Chief Executive will need skills and experiences required to successfully establish the Agency and deliver the first charter schools in 2025. They will need experience in establishing an agency and developing and delivering a work programme, and the credibility to quickly build relationships with stakeholders across the education sector.

Going forward the Chief Executive will need to demonstrate their experience and/or aptitude to deliver across the following priority areas:

<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>Priority 4</i>
<b>Sector Experience</b>	<b>System Leadership</b>	<b>Context Management</b>	<b>Organisational Leadership</b>
Expertise in procurement and the operational work associated with the day-to-day management of contracts.	Ability to work collaboratively across the public sector to drive change and innovation.	Experience providing advice to Ministers on a range of complex issues.	Ability to lead and shape a Public Service agency and position it for strategic impact.
An understanding of the education system in New Zealand including funding models.	Credibility to build and maintain relationships across a broad range of stakeholders in the education system.	Experience leading engagement with stakeholders and the media.	Ability to set a fit-for-purpose organisational culture.
A willingness to innovate and take calculated risks in designing and implementing the charter school model.	Experience advising, collaborating and influencing at a senior level.	An understanding of the Crown's relationship with Māori.	Experience building high performing teams.
			Financial management and reporting expertise.

## Key relationships

Government

- Associate Minister of Education as the responsible Minister
- Minister of Education
- Minister of Finance

Public Service

- The Charter School Authorisation Board
- Ministry of Education
- Education Review Office
- The Treasury

Iwi and wider communities

- Treaty partners
- Iwi, Pacific, learning support and disability groups
- Teaching Council of Aotearoa New Zealand
- Education sector unions and peak bodies

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- Integrated Schools of New Zealand
  - Professional bodies and research communities
  - Te Matakahuki
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International

- Other jurisdictions which have charter school models

Security Clearance

Appointment will be subject to a New Zealand Government **Secret** security clearance.