

He Whakamārama mō te Tūranga Position Description



Te Kawa Mataaho
Public Service Commission



Position	Te Tumu Whakarae mō te Mātauranga Secretary for Education and Chief Executive
Agency	Te Tāhuhu o te Mātauranga Ministry of Education
This position is a member of the Public Service Leadership Team	

Position purpose

Ministry of Education is the Government's lead advisor on New Zealand's education system. It shapes direction for education agencies and providers and is responsible for delivering the Government's priorities for education. The Ministry of Education fulfils this role through a range of work, including the provision of policy advice on the education system and substantial operational functions such as the management of the Crown's \$31 billion school estate, and delivering salaries to over 94,000 school staff.

New Zealand's education system performs well for many children and learners, but there are also many who are not served as well by our current system. The Ministry of Education has a leadership role to deliver world-class public education, improving attendance and engagement, lifting academic achievement, and delivering positive change for New Zealand children and future generations.

The Secretary for Education leads and stewards the highly devolved education system to drive performance, deliver high-quality policy advice to Government, and work collectively with organisations to effectively develop, implement and understand the impact of changes to the education system.

Ministry of Education's roles and responsibilities are carried out by a dedicated workforce of about 4,500 at 43 locations across New Zealand. Ministry of Education administers Vote Education and Vote Tertiary Education with annual appropriations totalling approximately \$21 billion.

Accountabilities

Agency and education system	<p>The Secretary for Education is accountable to the Minister of Education, Associate Minister, and Minister for Tertiary Education for providing high-quality policy advice to the Government on the education system, covering early childhood, primary, secondary, and tertiary education.</p> <p>The Secretary is also responsible for maintaining oversight of a complex system, including developing and maintaining data to monitor, report on and critically analyse system performance.</p> <p>In addition, they are responsible for the Ministry's substantial operational functions, including:</p> <ul style="list-style-type: none">• developing national guidelines, curriculum statements and achievement standards• providing resources to support teaching, learning and assessment, professional leadership, and professional development programmes, scholarships and awards
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	<ul style="list-style-type: none"> • implementing more consistent modes of monitoring student progression and achievement • undertaking education research and analysis and monitoring education sector capability and viability • funding early childhood education services and licensing them to operate • determining and delivering funding and other resources for state and state-integrated schools • providing targeted learning support interventions, specialist support services, special education services to children and young people with special learning and developmental needs, and funding and other resources to early childhood services and schools • effectively monitoring the performance of contracted providers, including with respect to financial viability, student achievement and participation • administering and implementing education legislation and regulation, advocating employment relations, including collective bargaining for the sector • hosting the Charter Schools Departmental Agency and working collaboratively to reintroduce Charter Schools. <p>The Education Review Office is a critical partner to the Ministry, in its role of evaluating education for priority learners, key aspects of its provision and key issues, and performance of the education system.</p> <p>The Ministry monitors the performance of the New Zealand Qualifications Authority. It also monitors Education New Zealand and the Tertiary Education Commission. It manages the process of appointments to a number of Crown entities, statutory boards and advisory groups on behalf of the responsible Ministers.</p>
Critical success priorities	<p>The Secretary for Education will support the whole Ministry in its delivery of Government priorities, including the immediate term priorities of:</p> <ul style="list-style-type: none"> • Respond to change across the sector, system and government’s priorities • Manage the school property portfolio and responding to the Ministerial Inquiry into the Ministry’s school property function • Work alongside the new Chief Executive, Charter School Agency to support the implementation of the Charter School model • Replace the Fees Free programme with a final year fees free policy from 1 January 2025 • Lead culture change for the Ministry by identifying opportunities to improve cohesion, agility, responsiveness, and overall quality of its delivery. • Drive the improvement of life outcomes, skills and capabilities for young people and adults with low or no qualifications through Foundation Education • Undertake a University System and Higher Education Review in 2024 • Deliver on government priorities to decentralise vocational training and education including the disestablishment Te Pūkenga and Unified Funding System and re-deign local focus and VET funding <p>Ongoing priorities of the Secretary for Education will be to:</p> <ul style="list-style-type: none"> • Support the Government to achieve its targets for increased student attendance and more students at expected curriculum levels by 2030 • Implement and deliver the refresh of the New Zealand Curriculum and the refresh and completion of the NCEA Change Programme

	<ul style="list-style-type: none"> • Implement more consistent modes of monitoring student progression and achievement that support teachers, students, school leaders and the Ministry of Education to understand trends and patterns, and inform decision making • Work to develop and strengthen the workforce of the future, investing in our teaching workforce through improving Initial Teacher Education and in-service professional development and leadership opportunities • Target effective Learning Support interventions • Use data and evidence to optimise decision making, evaluate the system and embed a social investment approach • Embed a knowledge-rich curriculum that is internationally comparable and robust • Develop and maintain the high trust, confidence and respect of Ministers and the sector peak bodies
Public service contribution	<p>The Secretary for Education must perform the duties as set out in the Public Service Act 2020, the Public Finance Act 1989, the Education and Training Act 2022 and other relevant statutes and legislation.</p> <p>As a member of the public service leadership team, the Secretary for Education is responsible for providing strategic leadership that contributes to an effective and cohesive public service; working together to model leadership behaviours; and assisting the other members to fulfil their responsibilities.</p> <p>As a public service leader, the Secretary for Education will:</p> <ul style="list-style-type: none"> • Uphold the public service principles of political neutrality, free and frank advice, merit-based appointments, open government, and stewardship, and ensure that the agency you lead also does so • Preserve, protect and nurture the spirit of service to the community that public service employees bring to their work • Support the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi by developing and maintaining the capability of the agency and the wider public service to engage with Māori and to understand Māori perspectives • Promote diversity 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 • Support vulnerable children and families through engagement with social, health and justice sectors • Demonstrate and uphold the values of the Public Service as set out in the Public Service Act • 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

Leadership Roadmap

The Secretary for Education must demonstrate applied experience to deliver across the following priority areas set out below based on the government's priorities:

System Leadership	Context Management	Organisational Leadership	Sector Experience
Ability to drive system-wide change to address key issues facing the whole education sector within New Zealand.	Hold the trust and confidence of Ministers and wide range of stakeholders (including unions) in a contestable environment.	Ability to lead structural change and lift capability to deliver the Government's priorities for education and ensure continued sustainable delivery in the future.	Credibility within the sector to operate as the Government's Chief Advisor on education policy.
Maintain effective and influential relationships with a diverse group of stakeholders, agencies and chief executives across the system, including visible leadership in the regions.	Lead across a devolved, complex ecosystem, navigating competing interests and priorities within the education system.	Experience to adjust and reset organisational culture and capabilities towards the future.	Ability to implement Government priorities for education including: <ul style="list-style-type: none"> - consistent modes of monitoring student progression, achievement, and attendance - a knowledge-rich curriculum grounded in the science of learning.
Ability to lead and implement the Government's fiscal strategy across the Ministry and education sector.	Understand the Crown's relationship with Māori under the Treaty of Waitangi and how educational outcomes for Māori can be strengthened through enhanced achievement, engagement and attendance.	Ability to develop and lead a strong, cohesive, leadership team and organisational culture, capable of actioning change.	Ability to evaluate high performing data and evidence to deliver action plans cohesively across the nation and regions.

Key relationships

Government	<ul style="list-style-type: none"> • Minister of Education • Associate Minister of Education • Minister for Tertiary Education • Ministers of Finance, Justice, Social Development and Employment, Health, and Research, Science and Innovation
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- Ministers for Pacific Peoples, Māori Development, Children.

Public Sector	<ul style="list-style-type: none"> • Members of the Public Service Leadership Team • Ministries of Social Development, Health, Justice, Pacific Peoples, Business, Innovation and Employment, Te Puni Kōkiri • Education Review Office • Charter School Agency • Central agencies: Te Kawa Mataaho Public Service Commission (including regional Public Service Commissioners), The Treasury, the Department of the Prime Minister and Cabinet, Ministry for Regulation and the Social Investment Agency • New Zealand Qualifications Authority • Tertiary Education Commission • Education New Zealand • Education Payroll Limited • Network for Learning • New Zealand Council for Education Research • Teaching Council of Aotearoa New Zealand • Te Aho o Te Kura Pounamu – The Correspondence School
Local Government	<ul style="list-style-type: none"> • Ministry of Education works closely with local government including, regional, district, and city councils and unitary authorities
Iwi and wider communities	<ul style="list-style-type: none"> • Māori and iwi • Representatives of Pacific and local communities • Bodies representing school Boards of Trustees, Principals, the teaching profession, support staff, and early childhood education and tertiary providers • Parents and caregivers
Security Clearance	Appointment will be subject to a New Zealand Government Secret security clearance.

Up to date information on Ministry of Education’s outcomes, organisational structure, dimensions and appropriations can be found on the website: [About us – Education in New Zealand](#).

Other useful information is also available at the following links:

- Annual Reports: [Annual Reports – Education in New Zealand](#)
- Statements of Intent: [Statement of Intent – Education in New Zealand](#)