

JOB DESCRIPTION

Hautū | Deputy Secretary, Te Poutāhū | Curriculum Centre

Business Group	Te Poutāhū Curriculum Centre	Salary Band	GM 25
Department	Executive Leadership	Job Type	Permanent
Location	Wellington	FTE	1: Full Time
Environment	Flexible by agreement	Direct Reports	Yes
Delegations	Financial & People Delegations	Core Children's Worker	No
NZSIS Security Clearance	Secret	Reports to	Secretary for Education Te Tumu Whakarae mō te Mātauranga

What we do

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 learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

Role Purpose

The Hautū | Deputy Secretary Te Poutāhū | Curriculum Centre provides strategic leadership and direction for the design, support, implementation and monitoring of the National Curricula, based on needs. In this role you will engage with parents and communities and directly with school teachers and leaders to provide resources and tools to support student achievement and professional development.

As the leader of Te Poutāhū | Curriculum Centre, you will be responsible for providing strengthened and inclusive curriculum leadership, expertise and partnering for the development, support and review of inclusive curricula (including New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki), assessment and NCEA as well as providing expertise and resources for quality teaching. You will do this by working alongside Te Mahau teams and with Te Tāhuhu enabling groups ensuring that our work is informed by and grounded in the experience of the people we serve.

As a member of the Ministry's Executive Leadership Team, this role contributes to whole-of-Ministry leadership and decision-making. As the senior leader for Te Poutāhū | Curriculum Centre, this role supports the Secretary ensuring the group's overall operational excellence and effectiveness. This includes ensuring that initiatives and outcomes align to government priorities and deliver public value.

Te Poutāhū | Curriculum Centre

Te Poutāhū | Curriculum Centre leads the national curricula for Aotearoa New Zealand and associated systems and processes of assessment and aromatawai.

Te Poutāhū | Curriculum Centre design, develop and provide curriculum services for teachers, kaiako, leaders, ākonga, their whānau and communities that reflect their identities, languages and cultures. We bring together curriculum, teaching expertise and evidence for the development, support and review of inclusive curricula, assessment and NCEA. Our strengths are across te reo Māori, mātauranga Māori, disability, inclusive learning support and culturally relevant content so that Te Mahau supports learning that is inclusive for all ākonga.

This group supports the people who are closest to, and directly serve, ākonga and whānau. We do this through

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Te Mahau | Education Service where we connect with the sector, working collaboratively to identify priorities and design local solutions.

Te Poutāhū | Curriculum Centre works to continuously form strong connections with academics, teachers, unions and employers outside of the Ministry so that our group is at the forefront of curriculum and teaching practice.

This group works with Te Mahau | Education Services to support integrated frontline teams and enable them to have a strong influence on the development of curricula and resources for teaching practice that suits ākonga needs. They leverage our data, insights, and engagement capabilities to inform curriculum development and support for quality teaching. We also work closely with Te Pou Kaupapahere | Policy to integrate policy design with the education sector who deliver it.

Role Accountabilities

In the context of being both an enterprise leader and the senior leader for the above functional area, this role is accountable for:

<p>Enterprise Leadership</p>	<ul style="list-style-type: none"> As a trusted, credible member of the executive leadership team, is accountable for keeping the Ministry's strategy and key priorities at the forefront, supporting the Secretary to drive delivery of excellent and equitable outcomes. Visibly promotes and supports a culture of accountability and achievement across the Ministry. Owns and champions highly accountable change leadership practices and behaviours. Works with the executive team to build and nurture an environment of continuous improvement and collaboration throughout the Ministry, influencing for change as necessary within a complex system.
<p>Group Leadership</p>	<ul style="list-style-type: none"> Accountable for building and maintaining an environment where teams have clear expectations and are set up for success. Fosters and leads a culture of sustainable success beyond short term delivery. Invests in actively building leadership capability for now and the future at the Ministry. Leads in ways that encourage innovation and curiosity about different ways of doing things. Leads the way with transparent, clear, timely communication. Is accountable for leading in ways that demonstrate credibility, trust and integrity. Demonstrates accountable leadership through complex and/or ambiguous times and challenges.
<p>Operational performance and excellence</p>	<ul style="list-style-type: none"> Accountable for leading the development and execution of strategic initiatives aligned with Government priorities. Translates Ministry strategy and priorities to target actions and priorities in own group, accordingly, taking accountability for effective integration of policy, strategy, and implementation.

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	<ul style="list-style-type: none"> • Takes accountability for anticipating emerging opportunities and challenges, and guiding responses to ensure delivery success. • Ensure effective resource management, including financial and human resources.
<p>Stakeholder and relationship management</p>	<ul style="list-style-type: none"> • Accountable for building successful, strong relationships with internal and external stakeholders at all levels, across diverse audiences, in ways that positively influence and enhance the reputation of the Ministry. • Accountable for effectively representing the Ministry in senior engagements including with Ministers, other government agencies, and international counterparts. • Accountable for facilitating collaboration across government and with wider stakeholders including the sector to enhance and deliver outcomes.
<p>Governance, Decision making and Risk</p>	<ul style="list-style-type: none"> • Accountable for oversight of robust governance, managing strategic risks, and ensuring compliance with public sector standards. • Accountable for effective and timely decision making in accordance with the Ministry's policies and delegations' framework. • Decision making practice demonstrates accountability and sound judgement.
<p>Portfolio specific</p>	<ul style="list-style-type: none"> • Lead a team with strengths across te reo Māori, mātauranga Māori, disability, learning support and culturally relevant content so that curricula and teaching is inclusive for all ākonga • Work across and through Te Mahau to support integrated frontline teams led by Directors of Education, including their Curriculum Advisors, and enable them to have a strong influence on the development of curricula and resources for teaching practice that suits ākonga needs. • Collaborate with functions across Te Tāhuhu, educators and experts to develop high quality curricula/marau, quality teaching and assessment. • Leverage data, insights, information and engagement capabilities Te Korero Digital and Data in the development of curricula and teaching services and supports. • Deliver curriculum support through online tools and professional development to help teachers and educators develop and deliver quality local curricula and Marau ā-kura. • Maintain strong connections with teachers, academics, unions and employers outside our organisation so that Te Poutāhū (Curriculum Centre) is at the forefront of curriculum and teaching practice. • Work closely with Te Puna Kaupapahere Policy to integrate policy design with the education sector. • Provide quality teaching supports and work closely with Te Puna Ohumahi Mātauranga Education Workforce so that this is supported by a well-functioning payroll and employment relations environment.

Knowledge, Skills and Professional Experience

- Expertise in partnering with others in the design, development, delivery and review of inclusive, responsive education services and/or programmes to support improved outcomes, particularly in a complex sectoral environment
- Success and results in a senior leadership role in a complex organisation / environment
- Highly developed strategic and collaborative skills with a sound appreciation of end-to-end sector facing delivery, contemporary management disciplines and enterprise thinking
- Ability to connect and engage with diverse populations and drive the implementation of services that improve their outcomes
- Lead and inspire your diverse people through exceptional leadership skills and the ability to facilitate outcomes through personal credibility and influence and an effective leadership presence with peers

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- Expertise and an in-depth understanding of the role and importance of education and the Sector's role in supporting both individual outcomes and outcomes for the wider economy and community
- Ability to connect and engage with diverse communities
- A deep knowledge of Aotearoa's curricula would be advantageous
- Intellectual capability and curiosity.

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organization and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Working in the Public Service

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 Te Tiriti o 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. You can find out more about what this means; Role and purpose - Te Kawa Mataaho Public Service Commission.

Leadership Success Profile - 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.

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These can be found on Te Tāhuhu.

Approvals

Date Reviewed and Approved	June 2026
Approved By	General Manager – People, Sustainability and Place