

JOB DESCRIPTION

Deputy Secretary, Corporate

Business Group	Corporate	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
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 Deputy Secretary Corporate is accountable for the provision of quality support services and solutions to the Ministry, in alignment with the Ministry's overall strategic priorities and programmes of work.

As the senior leader for Corporate, this role supports the Secretary in leading the group to design and deliver operationally excellent corporate functions that support Ministry efficiency, compliance, alignment to Government priorities, and delivery of public value.

As a member of the Ministry's Executive Leadership Team, this role contributes to whole-of-Ministry leadership and decision-making, providing strategic leadership and direction across the organisation, and proactively understanding the work and needs of stakeholders to ensure effective service provision.

Corporate

The Corporate group is responsible for a range of support functions that enable other Ministry areas to focus on the delivery of excellent and equitable outcomes for users of the education system. The functions within the group are focused on providing responsive services and solutions that enhance Ministry staff experience and maintain and grow public trust and confidence in the Ministry to deliver.

Key support functions within this group include, but are not exhaustive to:

- Financial management and strategy to ensure financial health, sustainability and allocation for optimal investment as well as financial policies, controls and transactions.
- Legal management and compliance including managing and mitigating risks to protect Ministry interests, ensuring compliance and with legal, regulatory and ethical standards and management of privacy requirements and requests.
- Human Resources management to attract and retain staff ensuring the Ministry has the right people, skills and culture to deliver its priorities.
- Strategy and performance setting and management, including business strategy and workplans, performance and outcome work to support achievement of outcomes that create tangible and evidenced value, and organisational health metrics and reporting.

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- Procurement and supplier performance retaining the core procurement services with integrating property, travel and asset management services, leveraging expertise across all areas of the Ministry for consistency and efficiency.
- Communications and engagement function to deliver Ministry internal and external communications, support Government and Minister engagement and responses and set and manage the Ministry brand and identify.
- Property, fleet and sustainability management to ensure sustainable service delivery and support.

Role Accountabilities

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

Enterprise Leadership	<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 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.
Group Leadership	<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, now and into 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.
Operational Performance and Excellence	<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. • Takes accountability for anticipating emerging opportunities and challenges, and guiding responses to ensure delivery success. • Expertise and in depth understanding of the role of education and the sectors' role in supporting equitable and excellent outcomes and how that translates and is enabled by corporate services. • Ensure effective resource management, including financial and human resources.
Stakeholder and Relationship Management	<ul style="list-style-type: none"> • Accountable for building successful and 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. • Proactively understand the work and needs of Ministry groups to

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	<p>effectively respond with fit for purpose support solutions that align to organisational priorities.</p> <ul style="list-style-type: none"> Accountable for effectively representing the Ministry in high level engagements including with Ministers, other government agencies, and international counterparts.
<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"> Act as a thought leader on key issues and opportunities impacting corporate services. Lead the development and delivery of the Corporate strategy and work programme to ensure government and Ministry key focus areas are prioritised and resources are optimally managed. Work closely with Corporate senior leaders to ensure consistent, coordinated, and timely approaches to management of stakeholder needs. Identify and establish effective management of risk across the support services delivered by the group. Oversee integration across significant programmes of work and initiatives. Manage the integration of performance, risk and financial information for the Ministry. Monitor and improve major business processes used in delivery of support services to encourage innovation, efficiency, best practice, compliance, and value. Support the Ministry to operate in compliance with the law, regulations, policies, procedures, contracts and governmental guidelines (e.g. Treasury). Oversee business continuity and emergency management processes on behalf of the Ministry.

Knowledge, Skills and Professional Experience

- Deep and practical knowledge of the public service, including a strong understanding of the machinery of government and public sector processes such as Cabinet and ministerial processes.
- Excellent strategic planning, financial management, and analytical skills, preferably gained within a public sector environment at a Tier Two level in a similar setting and role.
- Proven record of developing organisational strategies and providing organisation-wide services.
- Expertise in leading highly skilled senior management and professional teams in a multifaceted and demanding environment.
- Significant proven senior leadership experience in a large public sector organisation or equivalent.
- Proven record of leading planning and delivery in a complex multi-stakeholder environment.
- Highly developed relation and stakeholder management skills with experience in successfully influencing diverse ranges of senior stakeholders.
- Deep strategic thinking ability with experience at applying thinking into a complex system.
- Proven ability to lead and drive transformation of services and/or products as appropriate, fostering innovation and embracing technology.
- Experienced in leading initiatives and influencing within an organisation
- Proven skills in effectively managing large teams and complex portfolios to deliver high quality outcomes.
- Strong knowledge of techniques and proven skills in negotiation and influencing.
- Experienced in growing people and technical leaders and managing talent.

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- A tertiary qualification in a relevant field such as, law, business administration, or other relevant disciplines is desirable.

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	September 2025
Approved By	HR