

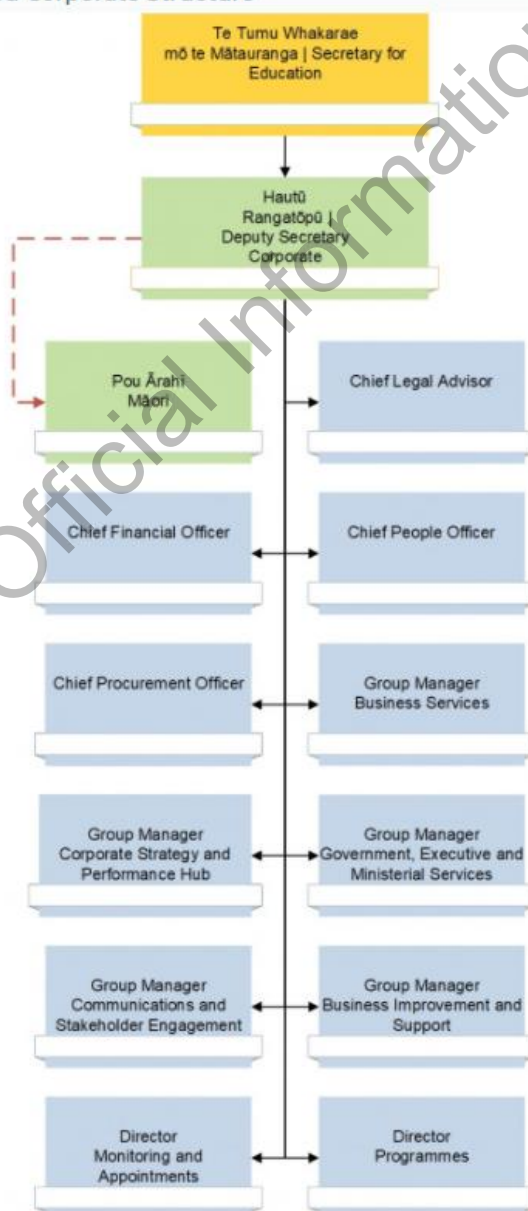
Te Puna Rangatōpū | Corporate Directory

Te Puna Rangatōpū | Corporate will be responsible for delivering essential Ministry-wide statutory and corporate functions, excluding corporate IT. It will enable the organisation to operate effectively and help fulfil the statutory and reporting obligations of Te Tāhuhu.

We will deliver consistent, efficient, integrated services and good business practices to keep the organisation running and safe. It will provide essential services such as governance, organisational strategy, communications, facilities, legal, finance, procurement, ministerial reporting and people capability to the organisation. This will also include working closely with our staff unions.

We will role-model cultural responsiveness through the design and implementation of our corporate policy, processes and practices.

Hanganga tūturu o Te Puna Rangatōpū | Confirmed Corporate Structure



Provided below is an introduction of each team and their key contact(s).

People Capability supports the organisation to look after our greatest strength – our people.

We enable the delivery of key outcomes within the Ministry's People Strategy | He Huarahi Pai including:

- building the Ministry's ability to attract, recruit and retain great people
- supporting a highly motivated, engaged, collaborative and diverse workforce
- developing our people's skills and capability to contribute to strong organisational performance
- contributing to the Ministry's strategic outcomes through quality service delivery.

We support people leaders to build high-performing teams capable of delivering on our purpose. We provide advice and support with workforce planning, capability development, organisational design, diversity and inclusion, and wellbeing, as well as everyday recruitment services and employment advice.

Your Strategic Business Partner will work in partnership with you and your senior managers and leaders to provide a strategic approach to people capability and leadership. This includes supporting initiatives and activities around people planning, leadership and management, engagement, capability and talent management, retention, performance and change. Their role is to understand your business requirements and provide the most workable solutions, as well as bring you support from across the wider People Capability Team from the Advisory Team, MyHR Services, the HR Operations Team, the HR Reporting and Analytics team, Specialist Capability or Employment Relations.

The **People Delegation table** is available [HERE](#).

Additional details are available on Te Tāhuhu [LINK](#) Your contact people are:

Name	Title	Contact Number
Kate Tibbitts	Chief People Officer	9(2)(a)
Group	Strategic Business Partner	Contact Number
Te Mahau Te Tai Raro (North)	Brenda Christiansen	09 638 2887
Te Mahau Te Tai Whenua (Central)	Ross Macklow	9(2)(a)
Te Mahau Te Tai Runga (South)	Richard Bennett starting 27 Sept	04 816 4295
Te Poutāhū (Curriculum Centre)	Megan Applegate	04 463 2534
Te Pae Aronui (Operations & Integration)	Vanessa Jenkins	
Te Puna Ohumahi Mātauranga Education Workforce	Hugh Stevenson Starting 4 Oct	9(2)(a)
Te Puna Hanganga, Matihiko Infrastructure & Digital	Peter Stipkovits	9(2)(a)
Te Puna Kaupapahere Policy	Jane Milliken	9(2)(a)
Te Tari o te Te Tumu Whakarae Office of the Secretary	Dipti Patel	04 463 8982
Te Tuarongo	Dipti Patel	04 463 8982
Te Puna Rangatōpū Corporate	Fiona Masson Start date TBC	

Communications & Stakeholder Engagement (CSE) Group

Why we're here: we understand the differing perceptions and behaviours of our audiences, engaging them with the right story, in the right way at the right time. We create relevance to protect and enhance Te Tāhuhu o te Mātauranga's reputation.

How we can help

We create comms and engagement solutions that influence the attitudes and behaviours of our people and our partners, instilling their trust and confidence in our organisation and commitment to making a difference to the education of ākongā and whānau.

The CSE Group currently operates a centralised, partnership model of 5 teams. We offer products and services spanning:

- Brand
- Insight
- Internal comms & engagement
- Creative design
- Events
- Strategic communications
- Media management
- Māori & Pacific comms
- Print and warehouse management and
- Digital communications.

This team of experts (and in some cases external partners and suppliers) will work side-by-side with you, as our internal customer, to create joined-up communication and engagement solutions that achieve your business outcomes.

How to engage us

The Communications Accounts team manages the 'Business Partners Framework', our account management model. Each 'Business Partner' team is dedicated to a specific business group that works in partnership with you as the Deputy Secretary and your Group Managers. This involves developing communications plans that will help you efficiently and effectively engage your key audiences, manage reputational risks and issues (including media requests) – in essence, support you to achieve your business group priorities. To deliver the best service to you, please involve us early in the planning process for major workstreams, and notify us as soon as possible about urgent work that may require our input.

In the first instance, please contact the Group Manager, Lindsey Brittain or Senior Manager, Comms Accounts Team, Matt Huntington.

Your contact people are:

Name	Title	Contact Number
Lindsey Brittain	Group Manager	9(2)(a)
Functional Area	Name	Contact Number
Communications Accounts	Matt Huntington , Senior Manager	9(2)(a)
Online and Digital Communications	Jude Barback , Acting Senior Manager	9(2)(a)
Māori and Pacific Communications	Priscilla Rasmussen , Acting Chief Advisor	04 463 0957
Project Accounts	Michael Parker , Senior Manager	9(2)(a)

Finance supports managers and staff at the Ministry in all aspects of finance.

The Finance team covers a wide range of financial functions. We support Responsibility Centre Managers and their staff to achieve their plans and the Ministry's educational outcomes.

We support Responsibility Centre Managers to help ensure their suppliers are paid, their budgets and forecasts are completed and provide systems to support the finance function. The Finance team is also responsible for our financial external reporting to Treasury and manage external financial audits.

A large part of what we do is governed by the Public Finance Act and International Public Sector Accounting Standards and we develop internal policies to help ensure the Ministry is complying with the legislation and standards.

We are responsible for making sure our staff are paid.

Financial Delegation table is available [HERE](#).

Additional details are available on Te Tāhuhu [LINK](#) your contact people are:

Name	Title	Contact Number
Mark Flintoff	Chief Financial Officer	9(2)(a)

Finance Managers will be in touch to book meetings for October to discuss budgets and financial issues affecting their groups; in the interim your contact is:

Emma Rooney	Business Group and Strategic Finance Manager	04 463 8532
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Property Services *sits within Finance and manages the Corporate Property Portfolio - 45 offices across 41 towns and cities across New Zealand.*

The team is supported by Colliers International who manage the lease portfolio and internal project team. The team is responsible for:

- developing the Corporate Property Strategy which provides the high-level direction on how we manage develop and maintain the portfolio to meet the changing needs of the Ministry.
- managing leases, rent reviews, new leases and project management relocation and office fit outs.

Accommodation details for the Offices of the Hautū | Deputy Secretary is provided as Appendix A. Your contact person is:

Name	Title	Contact Number
Hamish McCaw	Manager Corporate Property	9(2)(a)

Business Services *key services include - facilities, vehicles, emergency management and Health Safety & Security.*

The Health, Safety, Security and Privacy team is responsible for:

- oversight of the health, safety and security functions across the Ministry,
- positioning the Ministry to meet the legislative and policy obligations that serve to keep our people and assets safe and secure;
- providing expert advice on Privacy and Security, and the implementation of practices nationwide.

Emergency Management and Business Continuity team responds to emergency events, such as an earthquake, and also the processes and resources we have in place to allow the Ministry to continue functioning and providing services for its customers during the times of an emergency.

The Ministry's Records Services team are responsible for offsite storage and secure destruction of hard copy records, retention and disposable rules for all Ministry information, management and administration of the FileNet Electronic Document and Records Management System, and access to historic information, including closed school records.

The Business Support Team has two important functions:

- provide a range of core support services in the Ministry's National Office locations to ensure the smooth operation of these offices
- monitor and manage the Ministry's nationwide corporate services in relation to facilities, vehicles and other key services. This includes the responsibility for managing and working with the external providers involved in these services.

Additional details are available on Te Tāhuhu [LINK](#) Your contact person is:

Name	Title	Contact Number
Lynley Sinclair	Group Manager	9(2)(a)

Legal Services provides comprehensive legal services to the whole organisation.

Team can provide advice on issues that affect:

- Education related legislation
- Employment law, industrial relations and related issues
- Government requirements for public service- Official Information Act, Treaty of Waitangi, Public Finance Act, Public Works Act, State Sector Act, Cabinet Circulars, Privacy Act, Contract and tendering advice requirements, Bill of Rights, Human Rights, and Crown Entities Act.
- General law- common law and other statutes e.g. Health and Safety Act, Copyright, and property
- Legal risk assessment
- Litigation and emerging disputes
- Policy development and legislative programme
- Information and training e.g. statutory decision making, OIA
- Outsourcing of legal work.

The **Statutory Delegation** table will be available in Section 3 of the reference pack.

Additional details are available on Te Tāhuhu [LINK](#) Your contact person is:

Name	Title	Contact Number
Jan Breakwell	Chief Legal Advisor	9(2)(a)

Procurement work with our partners to deliver effective, inclusive procurement solutions enabling excellent and equitable outcomes.

We support procurement across the following areas:

Infrastructure

- optimising investment by maximising the value of all EIS' spend with suppliers
- making it easy to source goods & services and manage construction suppliers
- improving capability through buyers having the knowledge & expertise to do what they need
- managing compliance & commercial risk through following due process with taxpayers' money.

Corporate Services

- Buyers' Desk / Procure to Pay – enabling staff to access transactional goods and services through preferred suppliers.
- Corporate - e.g. rental cars, fleet management, video production & filming services, property consultancy and office furniture.
- Commercial – focused on building and maintaining sustainable long-term supplier relationships.

Education & Technology

- Education Services - procurement of goods and services that develop and support the national curriculum and schools.
- Commissioning & Communities - the procurement of goods and services that provide social wrap-around and support services.
- ICT - supports the wider education sector by delivering 'centre-led' procurement services, enabling Ministry services and the digital learning environments for teachers, learners and their whānau. Responsible for the technology government and technology common capability contracts for the Ministry.
- Commercial – focused on building and maintain sustainable long-term supplier relationships.

Schools Buying

- Supporting school buying initiatives and provide centre-led procurement support to the schooling sector.
- Driving procurement excellence at the Ministry through continuous improvement and uplifting procurement capability.

Additional details are available on Te Tāhuhu [LINK](#). Your contact person is:

Name	Title	Contact Number
Aditi Cook	Chief Procurement Officer	9(2)(a)

Corporate, Strategy and Performance Hub is responsible for planning, project management, governance, and reporting functions.

The Corporate Strategy and Performance Hub (CSP Hub) is responsible for leading the development of the Ministry's organisational strategy and ensures senior leaders and boards receive insight and advice that supports the Ministry shape an education system that delivers equitable and excellent outcomes. CSP underpins the trust and confidence in the Ministry by ensuring there's consistency between what is said and what is done and that the Ministry acts fairly, transparently and with integrity consistently over time.

Project and Investment Advice provide advice, training and best practice tools for managing programmes, projects and initiatives

Planning and Performance Team develops internal and external planning and performance reports

The Enterprise Risk Team leads best practice in enterprise risk management providing advice, training and support to stakeholders

Governance provides strategic advice to governance bodies, and is involved in establishing organisational wide governance capability and processes to support the Ministry's Senior Leadership.

Additional details are available on Te Tāhuhu [LINK](#) Your contact person is:

Name	Title	Contact Number
Melissa O'Carroll	Group Manager	9(2)(a)

Government, Executive and Ministerial Services provide the confidence, connections and expertise to allow quality information and advice to flow where it is needed.

We coordinate information and requests coming from, and going to, the Minister's Offices, Parliament and the general public. On average, a piece of work leaves GEMS every 12 minutes of every working day.

We work alongside relevant Business Units (BUs) and subject-matter experts to prepare timely, high-quality information and responses. We are the experts on style, process and the operations of the Government, and BUs are the subject-matter experts.

Our Private Secretaries act as a conduit between Ministers and the Ministry. We work closely with our Private Secretaries to ensure high priority work is delivered on time, and that our Ministers are properly informed of what is happening across the education sector.

Additional details are available on Te Tāhuhu [LINK](#) Your contact person is:

Name	Title	Contact Number
Tom Dibley	Group Manager	04 463 7020

Business Improvement and Support provides support and guidance to identify, define and solve business problems and opportunities across Corporate and Ministry functions.

How we will work with you:

Programme and Change Team:

- Provide stakeholder and engagement advice and support
- Provide advice and guidance on implementing change
- Work across Corporate teams to ensure effective benefits realisation management

Business Improvement:

- Provide consultation-style resources to support customer-initiated development across Corporate, The Ministry and The Sector
- Consult/Work with the business to identify potential business improvement initiatives across Corporate, the Ministry and the Sector, that deliver benefits by improving systems and processes and reducing costs
- Develop terms of references, business cases and other approaches for agreed improvement initiatives and proposed investments
- Analyse and develop agreed business improvement initiatives to the point where decisions can be made on whether/what type of business or programme case is required

Additional details are available on Te Tāhuhu [LINK](#) Your contact person is:

Name	Title	Contact Number
Anne Marie Taggart	Group Manager	9(2)(a)

Monitoring and Appointments provides informed advice on education Crown Entities' performance and sustainability, Board appointment processes, and the New Zealand Royal Honours system.

The team supports education Crown Entities to work together as stewards of the education system, to deliver on the Ministry's core value of shaping an education system that delivers equitable and excellent outcomes.

To achieve this, we:

- Provide a connected but independent lens on the entities' performance, sustainability, risks and challenges through our monitoring function
- Facilitate Board appointments to the Crown Entities and other education agencies and provide informed advice to the Minister as part of this process. This includes providing advice on applying the Fees Framework
- Run the Ministry's nomination process for the New Zealand Royal Honours. We receive suggestions of people who meet the criteria for a New Zealand Royal Honour and prepare nominations for the Secretary to send to the Minister of Education and DPMC's Honours Unit. Nominations tell the story of how a person improves the lives of others in their community or professional field through innovation or selfless service.

Additional details are available on Te Tāhuhu [LINK](#) Your contact person is:

Name	Title	Contact Number
Fiona O'Leary	Director Monitoring and Appointments	04 463 0910

Information Technology provides Technology, Property and Transport services for schools. The group is also responsible for the ICT for Te Mahua and Te Tāhuhu.

Te Puna Hanganga, Matihiko | Infrastructure & Digital will lead inclusive, accessible and integrated national, digital and physical infrastructure and transport services to the education system. It will think broadly about technology solutions to deliver a more 'networked' system, in which digital and technology solutions are considered alongside network infrastructure solution design and the local and regional needs.

Infrastructure & Digital will be responsible for ICT services to internal customers within the organisation to enable them to operate effectively and work seamlessly with the sector.

Name	Title	Contact Number
Stuart Wakefield	Chief Digital Office	04 463 8393
Sam Fowler	General Manager, Property Delivery	04 463 7711
James Meffan	Group Manager, Transport	04 463 1524
Rob Campbell	Group Manager, EIS Business Services	04 463 0995

Central contact	Service:	Contact Number
VIP Service Desk		04 463 8779

Appendix A: Accommodation details – as at 22 September (this table will be updated as information changes)

Group	Hautū	Arrangements
Te Mahau Te Tai Raro (North)	Isabel Evans	Workstation allocated in Mt Eden office Auckland, level 4 Will retain her current desk and meeting room arrangements. Her staff will work flexibly within the Mt Eden office.
Te Mahau Te Tai Whenua (Central)	Jocelyn Mikaere	Desk space will be provided in Tauranga office to meet their flexible working arrangements.
Te Mahau Te Tai Runga (South)	Nancy Bell	Workstations allocated on level 9, 1 The Terrace (desk numbers: 9.28, 9.29, 9.30) for Hautū and her team.
Te Pae Aronui Operations and Integrity	Sean Teddy	Workstation pod proposed on level 3 Mātauranga House, (desk numbers: 3.097, 3.098, 3.099, 3.100).
Te Poutāhū Curriculum Centre	Ellen MacGregor Reid	Current workstation will continue to be used on level 5 Mātauranga House. (desk number: 5.057)
Te Tuarongo	Daryn Bean	Current workstations will continue to be used on level 11 Mātauranga House (desk numbers: 11.064 ,11.066).
Te Ohumahi Mātauranga Education Workforce	Anna Welanyk	Workstation allocated on level 12 Mātauranga House (Desk number: 12.08).
Te Puna Kaupapahere Policy	Andy Jackson	Current workstation will continue to be used on level 7 Mātauranga House (desk numbers: 7.04, 7.05) and will use flexible arrangements on level 9.
Te Hanganga, Matihiko Infrastructure & Digital	Scotty Evans	Workstations allocated on level 14 at 1 The Terrace along with the team (desk number 14.001)
Te Rangatōpū Corporate	Zoe Griffiths	Arrangements for workstation at Mt Eden office in Auckland is being determined. Flexible arrangements on level 8 at 1 The Terrace (desk numbers: 8.61, 8.62).
Te Tari o te Tumu Whakarae Office of the Secretary	Vacant	Pending appointment details to be confirmed, most likely will continue in the same area used by the team on level 10 Mātauranga House.

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