

Programme Lead – Industry Led Subjects

Programme Lead – Industry-Led Subjects

Contract Opportunity: 12 Months with Option to Extend

About the Services Industry Skills Board

The Services Industry Skills Board (Services ISB) is the standard-setting body for New Zealand's services industries. We work alongside industry, government, education providers and other stakeholders to ensure vocational education reflects the current and future workforce needs of our industries.

Services ISB has been commissioned by the Ministry of Education to lead the development of two Industry-Led Subjects for senior secondary education. These subjects will be developed collaboratively with industry and government partners to create meaningful pathways between school, tertiary education and employment.

Services ISB is a deliberately lean, right-sized organisation focused on delivering high-quality outcomes through collaboration, expertise and effective partnerships.

Contract Overview

Services ISB is seeking proposals from suitably qualified individuals or organisations to provide Programme Leadership for the Industry-Led Subjects programme.

The successful contractor will lead the planning, coordination and delivery of Services ISB's contribution to the Ministry of Education's Industry-Led Subjects programme while ensuring alignment with Ministry expectations, agreed cross-sector work programmes and contractual obligations.

The initial term of the contract is twelve (12) months, with the option to extend by mutual agreement.

Purpose of the Role

The Programme Lead will provide strategic and operational leadership for the successful delivery of Services ISB's Industry-Led Subjects programme.

Working closely with the Ministry of Education, Services ISB, shared programme services, other Industry Skills Boards, industry representatives and subject matter experts, the Programme Lead will ensure the programme is effectively planned, governed, coordinated and delivered.

The Programme Lead will ensure Services ISB's work is integrated into the Ministry of Education's overall programme of work and contributes to agreed cross-Industry Skills Board deliverables.

The first priority will be supporting delivery of the initial Ministry of Education milestones and agreed programme deliverables due by 31 August 2026.

Working Environment

Services ISB is a lean, high-performing organisation.

The successful contractor will be expected to work with a high degree of autonomy and initiative. They will be comfortable operating in an environment where priorities evolve, information may be incomplete and solutions require collaboration across multiple organisations.

Key Responsibilities

- Lead the end-to-end delivery of Services ISB's Industry-Led Subjects programme.
- Develop and maintain programme plans, schedules and work programmes.
- Act as Services ISB's lead programme representative with the Ministry of Education.
- Work collaboratively with the Ministry of Education and other Industry Skills Boards to develop and implement agreed project plans, programme schedules and shared programmes of work.
- Coordinate Services ISB workstreams and ensure alignment with Ministry milestones and contractual obligations.
- Lead industry engagement activities, workshops and consultation.
- Develop and maintain productive relationships with the Ministry of Education, other ISBs, industry, Māori stakeholders and shared programme services.
- Prepare governance papers, programme reports and compliance reporting.
- Manage programme budgets, risks, issues, dependencies and deliverables.
- Support procurement and contract management activities where required.

Te Tiriti o Waitangi and Te Ao Māori

- Demonstrate an understanding of Te Tiriti o Waitangi and its relevance to education and programme delivery.
- Support engagement approaches that reflect tikanga Māori, mātauranga Māori and kaupapa Māori where appropriate.
- Build respectful relationships with Māori stakeholders.
- Ensure Māori perspectives are meaningfully considered throughout programme planning and delivery.

Deliverables

- Overall programme leadership.
- Programme and project plans.
- Programme schedules and work plans.
- Delivery of Ministry of Education milestones, including initial deliverables by 31 August 2026.
- Governance, compliance and financial reporting.
- Stakeholder and industry engagement.
- Programme documentation, risk management and budget oversight.

Essential Experience

- Leading complex programmes or major projects.
- Working within New Zealand government or public sector environments.
- Programme governance and stakeholder management.
- Financial and budget management.
- Facilitation and workshop leadership.
- Managing delivery across multiple organisations.

Personal Attributes

- Self-starting and highly proactive.
- Able to work independently with minimal supervision.
- Comfortable working in a lean organisation and with ambiguity.
- Excellent organisational and communication skills.
- Strong relationship management and influencing capability.
- Professional judgement, integrity and accountability.

Success Measures

- Programme milestones delivered on time.
- Initial Ministry deliverables completed by 31 August 2026.
- Programme delivered within budget.
- High-quality governance and compliance reporting.
- Strong collaboration with the Ministry of Education, other ISBs and industry.