

Manager Special Character New Zealand Catholic Education Office

Position Description

The New Zealand Catholic Education Office (NZCEO) serves as the central office for both the Board and Shareholders of New Zealand Catholic Education Office Limited. It plays a pivotal role in meeting the educational needs of the New Zealand Catholic Bishops Conference.

NZCEO assists the Bishops Conference and the proprietors of Catholic Integrated schools in their mission to provide quality Catholic education. The Office works collaboratively with schools and diocesan educational bodies to support and promote the continued development of Catholic education in New Zealand.

NZCEO also serves as the Secretariat for the Association of Proprietors of Integrated Schools (APIS), representing the proprietors of all Integrated Schools across New Zealand.

In the role as Secretariat for APIS, and on matters related to Catholic integrated schools, the Office liaises with the Government, various government departments, and a broad range of other sector organisations and education peak body groups on matters related to state integrated education, Catholic education and New Zealand's education sector at large.

The Catholic School

The Catholic school is embedded in the Church; it is the Church in action....forming Christ in the life of others. First and foremost, every Catholic institution is a place to encounter the living God (NZ Catholic Bishops).

NZCEO Our Vision

Catholic schools are vibrant Catholic faith communities where young people encounter Christ and are formed as His disciples.

NZCEO Our Mission

To deliver high quality support, advice and advocacy for our Catholic Proprietors to safeguard and strengthen the delivery of authentic Catholic education.

NZCEO Our Purpose

Support a strong special character where the whole school community grows in Christian discipleship
Inspire a commitment to excellence and equity in education and faith opportunities and outcomes for students

Promote inclusion and honour the principles of Te Tiriti o Waitangi

Build the development of strong trusting relationships with the government and proprietors so that our school communities are:

- Well-resourced through adequate funding
- Supported by legislation and policy that protects proprietors rights, supports the governments education policies and promotes state integrated schools as equal partners in the state school system

NZCEO Our Values

As an organisation that serves the Catholic Church in Aotearoa New Zealand, NZCEO has a strong role in proclaiming the Good News of Jesus Christ through our words and actions. Gospel values are at the heart of the culture of our organisation and we aspire to ensure the values as outlined below are the lived reality within our organisation.

<i>Tika, Tikanga</i>	truth, integrity, truthfulness, professionalism
<i>Pono</i>	honesty, sincerity, openness
<i>Aroha</i>	love, empathy, understanding, equity, developing relationships, being open to other cultures and beliefs
<i>Hohou-rongo</i>	reconciliation
<i>Manaakitanga</i>	respect, care for, hospitality
<i>Rangimarie</i>	peace

NZCEO Safeguarding Statement

NZCEO is committed to dignity and respect at work, through an environment which is free from abusive behaviour and protects people from harm. Key principles from Catholic social teaching, notably human dignity, natural justice and the dignity of work, reinforce that safety for children and adults is integral to the life and ministry of the Church and flows from the Gospel. The CEO of NZCEO leads the development of a culture which secures physical, emotional and spiritual safety, ensuring appropriate boundaries and behaviours and exercising vigilance over the environment are paramount in this organisation.

NZCEO Te Tiriti

NZCEO's position on Te Tiriti o Waitangi is grounded in Catholic social teaching, which acknowledges the special role of indigenous peoples and their rights to maintain their culture and heritage. NZCEO emphasises our commitment to Te Tiriti o Waitangi through our practice by reflecting its principles in our policies, work practices, documents, actions, decision making and advice.

As the New Zealand Catholic Bishops declared in 1990 *"Te Tiriti acknowledges the special place of the Māori people as tangata whenua (the people of the land) – that is indigenous. They understand it to be a covenant and a taonga tapu (a sacred treasure). The Treaty provides the moral basis for the presence of all other peoples in Aotearoa (New Zealand) and guarantees reciprocal rights and obligations between the Crown and Māori."*

NZCEO Manager of Special Character FIT

The Manager of Special Character will need to be an authentic and active witness to the Catholic faith and the person of Jesus. The successful candidate would require a deep commitment to the mission and values of Catholic education, together with the professional expertise to support and help strengthen special character across the Catholic state-integrated school sector. The role demands a in-depth understanding of Catholic special character, educational policy, the religious education curriculum, and Catholic school leadership development, enabling the manager to provide informed advice and guidance to NZCBC, proprietors, principals, boards, and diocesan offices.

Strong strategic thinking, analytical ability, and organisational skills are essential for monitoring Catholic educational developments, leading Catholic school evaluation programmes, and managing national initiatives, while contributing to policy and research on the impact of school programmes on the faith development of students. Effective relationship-building and communication skills are critical, as the role involves collaborating with Church leaders, educators, government agencies, and sector partners. The Manager of Special Character will need to have the necessary theological knowledge and experience to write documents that support stakeholders in the interface between Catholic teaching, Catholic special character and secular Ministry of Education and Teaching Council documents.

The successful candidate will demonstrate integrity, sound judgement, cultural competence, and a commitment to the bicultural context of Aotearoa New Zealand. They must be capable of leading formation initiatives, supporting professional growth, leading the development and implementation of the Catholic Special Character Evaluation for Development process coupled with the training of

national education evaluators who undertake these external reviews for proprietors and fostering continuous improvement across Catholic education.

The Manager of Special Character will, from time to time, provide advice and support on the development and evaluation of special character across the wider state integrated school sector.

SUMMARY

Position Title	Manager of Special Character
Reports to	Board of NZCEO & NZCEO Finance
Special Character	The Manager of Special Character is a faith leader in the Catholic Church. The Manager of Special Character will be expected to support the mission of the Church through recognising, respecting and practicing in ways that reflect a Catholic world view while valuing and supporting the other faiths and philosophies of the organisations that NZCEO and APIS serve.
Purpose	The Manager of Special Character will, alongside the CEO, act as a guardian of Catholic state integrated education. The Manager of Special Character at NZCEO provides strategic leadership, advice, and support to strengthen and sustain Catholic special character across New Zealand's Catholic state-integrated schools. The role promotes faith formation, leadership development, evaluation, policy implementation, and sector collaboration, ensuring the mission, values, and educational vision of Catholic education are upheld and enhanced.
Role	Permanent full-time position or a permanent part time position of 4 days per week. Some flexibility in working conditions.
Qualifications	A tertiary qualification in Theology or Religious Education
Responsible to	The CEO of NZCEO
Responsible for	NZCEO staff
Salary	By negotiation
Benefits	Including car park
Date	2026

KEY RELATIONSHIPS

External	Nature of Relationship
NZ Catholic Bishops Conference (NZCBC)	Provision of information, support and advice, development of policies and guidelines to support the preservation and maintenance of special character.
Minister of Education	Support the CEO in advocate, inform, support, provide information and data, represent proprietors' best interests regarding the preservation and maintenance of special character.
Ministry of Education (MoE) & other education sector agencies	Advocate, inform, support, provide information and data, represent proprietors' best interests, ensure preservation and maintenance of special character.
Proprietors of state integrated schools	Inform and provide advice on special character as required
Association of Integrated Schools	Inform and provide advice as required
Stakeholders of Catholic state integrated schools	Collaborate, support, inform, develop resources and build trusting relationships
Te Kupenga – The Catholic Theological College	Collaborate, support and advise on issues associated with the formation of school staff, school boards and proprietors.

Diocesan General Managers, Education Managers and other diocesan staff	Collaborates, supports and advises on issues associated with the maintenance and preservation of Catholic special character; development of resources including the external evaluation process, formation of school leaders and facilitation of events and speakers focused on the maintenance and preservation of special character
Catholic Universities in Australia and internationally through the and the GRACE Partnership	Collaborate, support and provide input into national and international research and strategies to promote Catholic education and ensure staff are supported in being active witnesses and people of the Gospel
Internal	Nature of Relationship
Board of Directors NZCEO	Supports the CEO
Executive of APIS	Supports the CEO
Deputy Chief Executive	Collaborates and supports
Chief Financial Officer	Collaborates and supports
Manager of Manager Project/Programme Development & Delivery	Collaborates and supports
Office Administrator/Accounts/Privacy Officer/Publications	Collaborates, supports and some employment oversight

JOB DESCRIPTION - KEY RESULT AREA

The Manager of Special Character (MSC) brings to the position an understanding, knowledge and experience of a wide range of curriculum, administrative and educational issues affecting the long term development of Catholic schools (and on occasions other integrated schools), with a view to providing sound knowledge, advice and guidance to Proprietors, principals, trustees, and diocesan offices in interpreting government policies, the requirements of schedule 6 of the Education & Training Act (2020) and best practice as advised by NZCEO and APIS.

The MSC is a ministry role in the Catholic Church and as a result, the MSC must have a deep commitment to the mission and values of Catholic education. To be successful, the MSC must be very well-informed on the actual state of Catholic education in New Zealand as well as emerging needs and challenges affecting it. The position demands critical thinking on a national and global level as well as the dispensing of advice and guidance at a local level to Catholic and other integrated schools individually and collectively.

The position is pivotal to the authentic development of the New Zealand Catholic education system and central to the roll out of the NZCBC's educational policy document *The Catholic Education of School-Age Children*.

Jobholder is responsible for	Key Tasks
Strategic Directions	• Work with the CEO to monitor educational changes in policy and legislation. • Work with the CEO, CFO & Manager Project/Programme Development & Delivery to support the development and reporting of the Strategic Plan. • Prepare reports on progress against the strategic plan for items for which the responsibility is held by the MSC. • Assist with the preparation of the Annual Report for NZCEO and APIS in accordance company guidelines and direction of the CEO. • As directed by the CEO liaise with government officials, a wide range of educational organisations and Catholic educational leaders to maintain and disseminate up to date knowledge of the sector. • Receive and read all Special Character Evaluation Reports and note trends and developments. Prepare material for sharing with the NZCBC and Catholic network on areas that can add value to practice.
Reporting	• Participate in management meetings with the CEO as required to plan and respond to the work in progress. • A performance review will be conducted each year with Performance Indicators being agreed at each review.
Information & Engagement including advice & Guidance	• Lead the team who prepare, edit and publish material for the E Newsletters for NZCEO and APIS stakeholders. • Provide advice and support to the Manager Project/Programme Development & Delivery in identifying what data needs to be collected to support the maintenance and promotion of special character in Catholic state integrated schools.

	• Gather resources that support governance, teaching and leadership in Catholic Schools and provide for their access to these resources through the NZCEO and APIS websites. • Work with the CEO, to provide quality material which contributes to the understanding of faith-based education. • Support, create and disseminate information that assists the NZCEO and APIS to make decisions that support the nature of their state integrated schools. • Support the Leadership Team in the use of school performance-based data such as attendance, literacy and numeracy, NCEA and UE achievement rates to provide Proprietors with useful information in their role as owners of state integrated schools. • Work with the leadership team and Diocesan education managers on data gathering and analysis on principal movements, teachers in special character positions, preference and other growing areas of growing interest that impact on the maintenance and preservation of Catholic special character. • If the opportunity arises engage in research projects and prepare policy papers and reports for presentation to the NZCEO and APIS Board and other audiences as directed. • Development of new or updated New Zealand Catholic education documents as required
Special Character Evaluation	• Take responsibility for the co-ordination and professional learning and formation of Catholic special character evaluators, the review of all reports and the gathering of national data to support governance and/or Proprietors. • Organise national face to face (twice each year) and video meetings for evaluators annually. • Oversee and moderate the Catholic special character evaluation process. Annually gather data from the evaluation reports to share with proprietors and schools. • Provide advice and support to diocesan offices on evaluation of Catholic special character. • Oversight and development and review of the Catholic Special Character Evaluation methodology and process • Create resources to support CSC evaluation practice • Facilitate evaluation of the three yearly analysis of strengths and areas for improvement and report to NZCBC
Supporting Leadership Formation & Development	• Plan, coordinate and where appropriate facilitate professional growth sessions for the Aspiring Leaders programme. • Plan, coordinate and where appropriate facilitate professional growth sessions for the First Time Principals programme. • Work with, and support, other organisations such as Teachers Council, the Ministry of Education and Education Review Office and their work in support of school leaders. • Work as an active collaborator with other NZCEO Managers and the leadership team at NZSBA in developing governance resources in support of state integrated schools.

	Engage with Catholic international education interests (academics & educational leaders) and develop relationships that support the goals and work of the Catholic education sector in Aotearoa New Zealand.
Major Events	- In collaboration with the Manager Project/Programme Development & Delivery Manager, lead and develop promotions and preparations leading up to major Catholic school events including Catholic Schools Day and the National Catholic Education Convention. - Take responsibility in supporting the CEO in finding speakers for the triennial Catholic Convention. - Plan and co-ordinate Catholic School's Day on a triennial basis.
NZCEO Publications	- Act as editor of the APIS & NZCEO publication Kōtui which is produced twice a term. - Plan range of articles, locate suitable material, work with admin to produce Kōtui - Oversight of the NZCEO Facebook - Development of new or updated Aotearoa New Zealand Catholic education documents as the need arises or to fill identified gaps
NZCEO Student Tertiary Scholarships	- Manage, advertise, take applications, approve applications and manage release of funds for Catholic school teachers applying for a NZCEO Tertiary scholarship. - Ensuring Catholic Tertiary Scholarship funds that are approved meet budgeted annual amounts and over a four year cycle.
Collaborative Relationships	- Maintain excellent relationships with Diocesan Office personnel and other interested parties including Te Kupenga (Catholic Theological College) and NCRS, to achieve the best outcomes for initiatives or projects managed by NZCEO. - Facilitate five weekly NZCEO meetings for diocesan Vicars of Education, Education Managers and the Director of NCRS. - Accompany the CEO to meet with national Catholic principal groups and support any reasonable requests that they may ask for. - Represent the CEO on a number of committees and reference groups as required. - Provide guidance and direction on request to APIS and NZCEO members.
Teacher registration	Develop relationships and work with Teachers Council to administer the renewal of practising certificates for teachers in our Catholic Offices who wish to maintain their practicing certificates and operate on a cost recovery basis. This work includes (a) work to complete applications to Teachers Council for NZCEO to be an approved setting and (b) engaging and supporting an Education Consultant to facilitate a professional growth cycle for staff in our diocesan education offices.
Te Tiriti O Waitangi	Undertake professional growth opportunities to strengthen knowledge and understanding of Te Reo.

	• Support the leadership team in the inclusion of Te Tiriti and tikanga in the culture of the Office and in the practices and documents that the Office develops for its stakeholders.
Other tasks as directed by the CEO of NZCEO	



PERSON SPECIFICATION

The successful candidate will be a committed Catholic with an enthusiasm for the Church's mission in education	
Qualifications	An appropriate tertiary qualification
Knowledge & Experience	• Understanding of, and commitment to, the Catholic Church & its education mission • Significant experience at a senior level within the Catholic school's system • Working knowledge of relevant Catholic Church education documents, principles and teaching • Knowledge of the New Zealand education sector regulation and policies • Knowledge of international trends in education and in international Catholic education development • Knowledge of or readiness to learn the history and process of integration – the public policy behind integration, the Private Schools Integration Act (1975), and Integration Agreements • Significant administrative, management and decision-making experience • Senior staff management and leadership experience • Understanding of the intersection between Te Tiriti and Catholic education
Skills & Attributes	• A demonstrated, personal commitment to the faith, morals, ethos and mission of the Catholic Church (fundamental requirement) • A passion for the Catholic faith and the Catholic education system and the ability to live the Gospel values. • Vision, imagination and enthusiasm for the role • Recognised leadership ability – system-wide and NZCEO related • Excellent written and oral communication skills (at all levels) • Ability to think strategically • Ability to build a trusting and professional team and delegate tasks leading to improved efficiency and the empowerment of others • Strong analytical and problem-solving skills • Sound judgement • Ability to motivate and inspire others • High levels of emotional intelligence • Ability to develop trusting relationships • Ability to handle pressure and manage priorities • A high standard of personal integrity, discretion, tact and confidentiality • Willingness to travel within New Zealand and overseas, as required