



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor

Business Group	Te Mahau – Operational Standards and Support – Ākonga Māori Outcomes
Location	Flexible
Salary band	A9

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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 Treaty of 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

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

Tēnei Tūranga | About the role

The Principal Advisor is part of a team that develops, delivers, and monitors prioritised work programmes aimed at improving outcomes for ākonga Māori. You contribute to how we effectively navigate telling the story of what impact our investments make on outcomes for learner participation, progress, and achievement.

You align deliverables of any agreed work programmes and lead discrete pieces of work with what evidence tells us that tamariki and rangatahi need and what we hear from communities, schools, and leaders.

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You contribute to the relationship and interface between national and regional offices to support Te Mahau | Education Services to deliver high quality services that support improved outcomes for ākonga and whānau Māori across English-medium, Māori-medium, and Kaupapa-Māori settings.

As the Principal Advisor you have a role in supporting the Māori Education Practice Centre led by Te Pou Tuarongo | Māori Education, and providing critical analysis to support well designed and implemented education services. To support this function you support and lead connections, where appropriate, with Kaupapa Māori Peak Bodies.

You work closely with Te Mahau, Te Pou Tuarongo, Te Pou Kōrero, Te Pou Rangatōpu, and Te Pou Kaupapahere colleagues and across the education system to lead for change and impact for high-quality reo Māori education and outcomes for ākonga.

Ngā Haepapa | Accountabilities

As a Principal Advisor within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Principal Advisor in Ākonga Māori Outcomes you will:

- Establish and maintain deep and enduring internal / external high-level relationships, connections, particularly with regional colleagues, service delivery providers, external agencies, and peak bodies.
- Lead or contribute to logic model planning, monitoring, and review for continuous business improvement.
- Contribute to monitoring and reporting on programme performance and effectively manage all people processes according to Ministry policy.
- Proactively identify opportunities that give practical effect to Te Tiriti o Waitangi and application of Ka Hikitia – Ka Hāpaitia and Tau Mai te Reo at service and system levels.
- Work collaboratively to design and embed systems and processes and fit for purpose frameworks needed to support services and align them with related supports and interventions.
- Share specialist knowledge across the organisation and with stakeholders that advances system improvements for all ākonga.
- Work collaboratively with teams within Te Mahau, the wider Ministry and key stakeholder groups to achieve quality outcomes.
- Provide advice, guidance, support, and critical reflection across Ministry teams to support improved outcomes for ākonga and whānau Māori.

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- Plan, lead and contribute to the design, development and implementation of new services, initiatives, and changes, including supporting tools for monitoring and reporting.
- Use a broad range of data and information to plan, design and deliver workstreams.
- Provide high quality and timely advice in a variety of formats to a range of audiences; this includes preparing and drafting ministerial correspondence, cabinet papers, OIA requests, briefing and speech notes, and parliamentary questions and provide quality assurance for drafting undertaken elsewhere in the Ministry.
- Facilitate the identification, sourcing and analysis of data based on project requirements.
- Work consistently to established timeframes, managing own input, and supporting others to contribute within timeframes.

You will make decisions in accordance with the Ministry's policies and delegations' framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Leading and contributing to strategic initiatives, work programmes or projects that have impact in a complex organisation.
- Driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Building and leading relationships and partnerships to achieve shared outcomes, including with Māori organisations.
- Designing, implementing and monitoring services for improved Māori outcomes.
- Knowledge of how language acquisition works at learner, community, system, and school levels.
- Knowledge of education provision across English-medium, Māori-medium and Kaupapa-Māori settings.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Able to communicate effectively in English and Te Reo Māori.
- Ability to support development of design and delivery through an evaluative thinking process.
- A commitment to ongoing personal and professional development.
- A proven ability to use data and insights to identify trends, risks, and opportunities, to influence and guide organisational and system-level decision making.
- Strong interpersonal and communication skills and a proven track record of building and maintaining trusted relationships with colleagues, stakeholders, Māori and iwi and Ministers (as appropriate).
- Ability to provide a critical Te Tiriti analysis across work programmes to support best practice service delivery and engagement.
- Advanced written communication and analytical skills, with the ability to critically evaluate and synthesise complex information into clear, accurate and influential written products for a variety of audiences, including Ministers, senior leaders and stakeholders.

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- Some political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing, and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Essential
Pou Mana Knowledge of Māori content	Essential
Pou Kipa Achieving equitable education outcomes for Māori	Essential
Pou Aroā Critical consciousness of racial equity for Māori	Essential

Leadership Success Profile - Te Kawa Mataaho | 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.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	July 2026
Approved By	HR Advisory team