

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor

Business Group	Te Poutāhū Curriculum Centre
Location	Te Whanganui-ā-Tara Wellington
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 whitake 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 Adviser position brings strong intellectual leadership, strategic insight and strong written skills to the Business Operations team. Central to this role is the ability to scope, lead, and deliver complex pieces of work, with compelling writing. This includes the ability to translate complexity into clear, persuasive, and well structured narratives that inform decision-making at senior levels.

Providing high-quality advice, the Principal Adviser contributes to both team-led initiatives and priority work programmes across Te Poutāhū. The role is highly collaborative, requiring the ability to bring diverse perspectives into clear, compelling narratives that drive outcomes.

Ngā Haepapa | Accountabilities

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

- Share specialist 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 Adviser you will:

Provide Strategic Advice and Leadership:

- Lead collaborative working relationships within Business Operations, Te Poutāhū, across the Ministry and with key Internal and external stakeholders to create solutions that will ensure quality outcomes are achieved
- Lead the translation of policy advice into strategic operational policy and implementation
- Provide leadership to help others track, anticipate and respond to emerging issues that pose potential risk
- Provide advice proposing which priorities should be progressed to ensure effort is focused on where it has the most impact
- Provide specialised input into policy, design and implementation advice demonstrating a high level of understanding of the evidence base for this work
- Assist project teams to interpret information from a wide range of sources and facilitate a change and inquiry process where required
- Reference research, implementation activities, reporting and analysis of documents to support the design of initiatives

- Prepare high quality expert advice on strategic risks, issues and opportunities at the senior official level
- Support the development of capability and expertise in strategic thinking, analysis, and advice through coaching, mentoring, and the provision of up-to-date frameworks, concepts, knowledge and best practice
- Prepare business cases and / or papers to assist in decision making and so that approval for priority initiatives is gained

Design and Implement:

- Deliver work with pace, agility and impact
- Incorporate innovation, investment and design frameworks into programmes and projects
- Champion application of frameworks for design and delivery of programmes and initiatives Job
- Provide expert advice for the implementation of projects, working with the project teams and external stakeholders to develop a comprehensive and integrated approach to implementation
- Maintain an overview of the direction and implementation of a range of initiatives, plans and projects to ensure priority goals and outcomes are achieved
- Use information and analysis emerging from monitoring to identify issues impacting on plans and present to the Group Manager, identifying where action needs to be taken
- Ensure smooth implementation of new policies or business processes so they are incorporated into initiatives as quickly as possible with little disruption to achieving outcomes
- Establish and coordinate information collection, planning and consultation process

Monitor and Evaluate:

- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities and focusing effort where it has the most impact
- As part of project design or work planning, support teams to develop explicit indicators which enable tracking of progress, review of activities and evaluation of impact
- Develop a systematic and integrated approach to use data and complete an analysis on trends, performance and outcomes
- Use a range of evidence and data to support robust monitoring and evaluation of project progress, contract outcomes and reports. Assure quality, consistency and performance of contracted providers, justify decisions on investment and ensure effective management of public expenditure
- Lead programme evaluation which delivers quality information to underpin design development and implementation planning and decision making
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.

Relationships and Collaboration:

- Enhance working relationships within Te Poutāhū, and across the wider Ministry to ensure the group has a reputation for being responsive and making valuable contributions
- Maintain professional and responsive external relationships, ensuring that relative accountabilities between external institutions and the Ministry are clear, that commitments are met, and problems and issues are resolved speedily in ways that enhance the credibility of the group
- Build trust and work collaboratively when engaging with internal and external experts, stakeholders and project managers to support decision making and sustain improvement and change
- Maintain an open, responsive and inquiry-focused relationship within Te Poutāhū, the wider Ministry and key stakeholders
- Understand and operate in a way that reflects the culture, identify and language of New Zealand.
- Lead, contribute to and coordinate working groups and interagency meetings as required to effectively progress solutions to complex issues
- Contribute to coaching, mentoring and development of staff

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:

- Worked in a complex organisation.
- Proven track record of leadership through teamwork, collaboration, and open communication.
- A strategic and analytical mindset that allows you to balance immediate needs and requirements with a long-term vision based on business priorities.
- Knowledge and experience of the Machinery of Government and or/public sector is valuable but not required.

Ngā Āheinga | Capabilities

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

- Significant relationship building and management experience including liaising with, communicating to, consulting with and influencing stakeholders
- Knowledge of and experience using the evidence base that supports quality education and leadership
- Has a breadth and / or depth of experience which makes them a 'go-to' person
- Knowledge and understanding of how to improve professional capability and leadership
- Excellent analytical skills including ability to lead and support the development and delivery of complex analysis, business cases and advice

- Ability to convey abstract and/or complex ideas in clear, practical and concrete terms, tailored for the audience
- Ability to identify risks and effective mitigation and consistently use sound judgment on controversial or critical issues using the best evidence available
- Understanding of financial and business planning processes
- Excellent written and oral communication skills
- Ability to influence and persuade others to achieve desired results
- Resilience to deal with pressure
- Ability to work flexibly across the work area

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, consolidation, 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	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

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