



Ngā Kōrero e pā ana ki te Tūranga Job Description

Resourcing Adviser

Business Group	Te Mahau Education Services
Location	Wellington
Salary band	A5

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

As a Resourcing Adviser you will determine and deliver resource entitlements for all schools accurately and with high levels of customer service. They provide related support, advice and guidance on all resourcing matters and provide pro-active expert business analysis and support for Ministry initiatives.

As a Resourcing Adviser, you will use knowledge, expertise and experience to assist other units with the development and application of solutions.



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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 Resourcing Adviser, you will:

Business Systems and process documentation

- The efficient, effective and ongoing operation of Resourcing is dependent on our business systems and processes being well documented, accurate, updated when new precedents are determined, and readily available to all
- Advisors contribute to system specification, perform systems testing, integration and enhancement as required

Determination and Delivery

- Ensure effective, accurate and timely determination and delivery of resourcing entitlements to the education sector.
- Promote a culture that values and supports the use of information to inform decisions, improve performance and which monitors the quality, effectiveness and efficiency of service delivery
- Ensure the effective, accurate and timely determination and delivery of school funding and staffing to the sector by providing: expertise in determination and delivery, responsiveness to customers, tracking errors, the maintenance of audit processes, process reviews and improvements **Information Management**
- Use a range of systems in your day-to-day work and provide feedback that contributes to the development of new systems and enhancements to the functionality of existing systems
- Gather, integrate and interpret information both from within and outside the Ministry to feed into operational funding and staffing decisions and design
- Analyse data and evaluate findings to identify areas of strength and weakness for implementation

Customer Service and Relationship Management

- Coordinate and produce analysis and advice which has a sound evidence base, identify and assess options, identify risks and implications and present clear recommendations



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- Provide informed, insightful and constructive advice in response to ad hoc resourcing queries and interprets legislation and relevant documents in specific areas and provides accurate, timely advice based on this information
- Build and maintain effective relationships with the sector and other key stakeholders and actively manage schools' expectations

Risk assessment and contribution to funding instalments and staffing processes

- Contribute to the development of business cases, budgets, risk assessment and relationship management with school boards
- Provide ongoing effective and efficient administration of funding and staffing activities, including supporting and monitoring specified contracts
- Recognise and report on emerging issues and risks

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Highly developed problem solving, numerical, and analytical skills
- Ability to identify problems, synthesise and interpret information, offer improvements and practical solutions
- Ability to work independently and within a team environment, handle multiple tasks and work under pressure
- Exceptional customer service and focus

Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Ability to work toward results, demonstrate judgement, consult and seek advice where necessary
- Ability to identify problems, synthesise and interpret information, offer improvements and practical solutions
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.



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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	June 2025
Approved By	HR Advisory Team