



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Office of the CE School Property

Business Group	School Property
Location	Wellington
Salary band	A8

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 āianei, 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 Senior Advisor in the Office of the CE – School Property, you are responsible for maintaining effective information flows across School Property, the wider Ministry, and Ministers' offices. The role involves triaging requests, clarifying requirements, obtaining commissioning approvals and sign-off, coordinating timely and high-quality responses, and ensuring consistency in ministerial advice and internal and external communications. You will oversee Ministerial requests and provide whole-of-Group advice to support School Property and Ministry objectives.

Ngā Haepapa | Accountabilities

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

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- 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 Senior Advisor, Office of the Chief Executive School Property you will:

- Provide advice by working collaboratively with colleagues and stakeholders, analysing information, connecting insights across work programmes, and providing recommendations.
- Oversee and coordinate work requests into the Office, including ministerial and general requests, correspondences, Official Information Act (OIA) requests, Parliamentary Questions (PQs), and select committee matters. This includes triaging and commissioning work, coordinating approvals and sign-off, facilitating submission to Ministers' offices, monitoring workflow, and ensuring timely delivery to the required standard.
- Identify activities requiring a coordinated approach and facilitate integrated planning, delivery, monitoring, and reporting across the group.
- Obtain, analyse, quality assure, and synthesise information from stakeholders, often within tight timeframes and competing priorities, to support decision-making and organisational objectives.
- Develop and maintain a forward programme of priority activities, ensuring senior leaders are provided with timely, high-quality reporting on opportunities, challenges, risks, issues, and recommended actions.
- Build and maintain effective relationships with internal and external stakeholders, fostering trust and confidence while ensuring stakeholders are appropriately informed, engaged, and consulted on relevant matters.
- Contribute to organisational change initiatives, supporting School Property's transition to the New Zealand School Property Agency (NZSPA) by identifying impacts, providing advice, and helping to embed new ways of working, processes, and practices.
- Drive continuous improvement by identifying opportunities to enhance processes, systems, and ways of working, and by providing practical recommendations that improve efficiency, quality, and service delivery across the group.
- Demonstrate adaptability, initiative, and a collaborative approach, responding effectively to emerging priorities and contributing across a broad range of activities to support the Office, Group, and organisational objectives.

Wheako | Experience

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

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- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience of Parliamentary processes, and an understanding of the Machinery of Government and the Official Information Act 1982.
- Experience managing and prioritising competing tasks and complex projects.
- A proven ability to work at pace to deliver quality results in a timely manner, while keeping key stakeholders up to date and informed.
- A Tertiary qualification in a relevant discipline is preferable and/or experience in organisation wide / corporate functions.

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.
- 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.
- Strong leadership abilities, with demonstrated initiative to take proactive actions to solve or forestall problems.
- Able to respond flexibly to changing circumstances and requirements as they arise. Remaining calm and focused under pressure and managing competing priorities.
- Well-developed critical thinking skills to analyse information and think strategically to provide evidence based solutions.
- Able to integrate 'big picture' view of goals and to achieve them.
- Ability to work in ambiguity.
- Excellent time management and organisational skills.

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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	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



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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