



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Advisor | Kaitohu

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Salary band	A6

## 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 an Advisor, you will be supporting Senior Advisors and the Director on Crown Entity monitoring and Ministerial Board appointments work streams.

You will assist in the development and implementation of robust monitoring and appointments frameworks, drafting reports to the responsible Ministers and coordinate appointments process.

You will contribute to stakeholder engagement meetings, maintain effective communication channels with internal and external stakeholders and provide timely reporting and analysis to inform advice to Ministers.



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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 an Advisor in the Monitoring and Appointments team, you will support the following work streams:**

#### **Monitoring**

- Assist in monitoring approach and process to monitor the following Education Crown Agents:
  - New Zealand Qualifications Authority
  - Tertiary Education Commission
  - Education New Zealand
- Assist in monitoring planning and engagement planning
- Assist in providing advice to the Minister

#### **Board Appointments**

- Assist in running the appointment process on behalf on the Minister. This includes, sourcing candidates, supporting shortlisting processes and candidate care.
- Assist in providing advice to the Minister and meeting APH, Te Kawa Mataaho, Ministry for Women and Ministry of Ethnic Communities reporting requirements

#### **Continuous improvement**

- Contribute to the continuous improvement of processes and outputs across the team, in order to deliver the best service we possibly can.

### Wheako | Experience

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

- Experience in a complex organisation
- A relevant tertiary qualification or relevant work experience.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in writing ministerial reports

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- Experience managing relationships across a wide range of stakeholders

## Ngā Āheinga | Capabilities

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

- Able to effectively manage time and competing priorities
- Basic understanding or ability to interpret relevant legislations such as the Crown Entities Act 2004
- An understanding of machinery of government and ability to navigates ambiguous political situations by taking into account political sensitivities
- Risk management and the co-ordination and quality assurance of a wide range of information
- Effective, accurate and succinct communication in a wide variety of settings and styles
- Relevant functional and technical skills in Word, Excel or other databases or software applications
- A relevant tertiary qualification or relevant work experience.

### Personal attributes

- Ability to work effectively under pressure, and manage competing priorities
- Is a team player,
- Strong attention to detail,
- Ability to develop and manage relationships with a range of stakeholders with differing priorities.

## 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.



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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 2026
Approved By	HR Advisory Team