

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Advisor, Te Reo Māori Workforce Supply and Leadership

Business Group	Te Pou Ohumahi Mātauranga Education Workforce
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

The Advisor, Te Reo Māori Workforce Supply and Leadership will work collaboratively with other team members to provide support and advice to a team that is focused on lifting the number, diversity and calibre of the education workforce in schools, kura and early learning services.

You will assist in the development and delivery of projects using workforce data, research, evidence, and stakeholder feedback to tailor existing initiatives or to establish and shape the direction of new initiatives.

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You will be required to be flexible and respond to the needs of the team at a given point in time. It may mean responding to sector or Ministerial queries, maintaining information collections, and gathering new information and/or research to inform current practice and focus projects.

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, Te Reo Māori Workforce Supply and Leadership, you will:

- Respond to internal and external queries regarding ongoing initiatives or work programmes with high levels of customer service.
- Maintain accurate and up-to-date information collections, systematically file paper records, and retrieve relevant information quickly when required.
- Assist in the development and/or implementation of new or existing policy initiatives.
- Provide advice on and contribute to other projects related to workforce supply.
- Contribute to internal and external communications.
- Collaborate with other teams on shared or cross-over workstreams.
- Prepare Ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, and other relevant documents.

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 in building relationships and partnerships to achieve shared outcomes.
- Awareness of, and sensitivity to, the cultural values and particular needs of Māori.
- Understanding of the principals of te Tiriti o Waitangi (the Treaty of Waitangi) from both a Māori and

[UNCLASSIFIED]

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Crown perspective.

- Understanding of the New Zealand education system and te reo Māori settings.

Ngā Āheinga | Capabilities

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

- Good understanding of tikanga and are confident in situations where observed.
- Good understanding of te ao Māori and have basic Te Reo Māori including some vocabulary and structure.
- Able to apply a Māori paradigm to your work.
- Plan work and projects by identifying objectives, timeframes and priorities; then monitor and report on progress.
- Excellent research, analytical skills, with the ability to gather, assess and synthesise complex information to develop creative solutions to problems.
- Excellent interpersonal and communication skills, including the ability to prepare clear and concise written documents, and effectively communicate with diverse stakeholders.
- An ability to build and maintain key relationships that contribute to the achievement of organisational goals.
- A commitment to ongoing personal and professional development.
- Excellent customer service, with the ability to deliver high quality, customer focused services.
- Ability to work unsupervised, delivering time critical work with accuracy and an ability to plan, sequence work, managing priorities and risks.
- Ability to identify risks, solve problems by breaking down into parts, gather information from appropriate sources and identify the links between situations and information.
- Understand and accept changing work demands and respond positively
- Competent in the use and development of relevant electronic and online tools (standard Microsoft office suite).

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

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Pou Aroā Critical consciousness of racial equity for Māori	Developing
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Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	July 2023
Approved By	Advisory Team