



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Lead Adviser Pacific Engagement

Business Group	Te Mahau Takiwā
Location	Regionally based
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 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 Lead Adviser, Pacific Engagement provides regional leadership and applies Pacific expertise to strategies, work programmes and complex system issues to positively contribute to the achievement of outcomes aligned to the Ministry's purpose and agreed strategies, including the Action Plan for Pacific Education.

You will build a Pacific student profile for your region, working with integrated services teams, to inform planning and decision making. You will gather and use data, local insights and information to provide support for education opportunities that meet the needs of Pacific children and young people, families and communities, including supporting early learning settings and schools to proactively respond to the learning needs of their Pacific learners and families.

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You will have an extensive Pacific community and agency network that you will use to make the right connections across your region.

## Ngā Haepapa | Accountabilities

### Lead Advisers within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share expert knowledge across the organisation and the system, working with others to inform system-level decision making.
- Lead or contribute to 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
- Use available 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.
- Contribute to growing an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead local contribution and reporting of activity against the key shifts identified in the organisation's Pacific strategy, Action Plan for Pacific Education.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Make decisions in accordance with the Ministry's policies and delegation frameworks.

### As the Lead Adviser Pacific Engagement, you will:

- Engage with Pacific children and young people, their families and communities to build a trusted relationship that support their goals and aspirations.
- Broker relationships between Pacific communities, providers and their regional/local office, and the Ministry, ensuring concerns are directed to and addressed by the relevant parts of the regional office.
- Provide advice and guidance and ensure tailored and responsive brokering of support for Pacific children, young people, and schools when needed. This may include building capability, strengthening relationships with Pacific families and communities, and providing actionable information and intelligence to ensure services align with local needs.
- Gather and analyse data, build Pacific learner and community profiles and provide insight and information to inform leadership planning and decision making, as well as to identify and proactively respond to priorities and risks and influence change in order to maximise education outcomes for students.
- Work with Early Learning staff in the region to undertake detailed planning to inform advice on the development of effective and workable practices and processes to implement operational policy initiatives in support of Pacific early learning centre viability and sustainability.
- Use existing data about the opening, closing and identification of licensing issues for Pacific early learning services to feed into operational planning, implementation and review.

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- Identify key information needs of Pacific communities in the region and ensure effective mechanisms for customising and accessing information are in place and continue to be developed and improved.
- Engage and work with Pacific groups, taking a representative role as required, to establish strong links and build the profile of the regional/local office with local Pacific leaders and communities as well as to develop and support a range of local solutions.
- Work closely with the Ministry's Pacific networks established and coordinated by the Chief Advisor, Moana Nui a Kiwa across Takiwā, Te Mahau and Te Tāhuhu.
- Build and maintain inter-agency relationships to ensure effective integration and co-ordination of activities, effective provision of accessible and timely information and promote opportunities for leverage from projects and initiatives.
- Co-ordinate and maintain an overview of the direction and implementation of project plans/ work plans and contracts across portfolios of work, working to ensure goals are achieved within the agreed scope, schedule, budget and quality standards.
- Demonstrate Pacific cultural competence including experience and competence in working with diverse peoples and communities, with a focus on Pacific peoples.

## Wheako | Experience

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

- Demonstrate competency in at least one Pacific language.
- High standing, respect, integrity and experience working in diverse Pacific communities.
- Demonstrate evidence of established networks across Pacific communities including faith communities, agencies, community and business leaders and providers.
- Demonstration of deep understanding of and commitment to supporting the aspirations and needs of Pacific children, young people, families and communities.
- Experience of working in a government agency and a sound understanding of the machinery of government.
- Understanding the public sector delivery structures and system challenges of delivering targeted programmes in vulnerable communities.
- Strong links with early learning settings and schools.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience at a leadership level, ideally in a complex organisation.
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.

## Ngā Āheinga | Capabilities

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

- Cultural competency in at least one Pacific culture with respect and experience in working in other Pacific communities and contexts.

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- Competency in at least one Pacific language with respect to the various Pacific languages in each region.
- A proven track record of bringing people together and leading, coaching and mentoring others to achieve outcomes for Pacific ākonga and their families.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
  - colleagues
  - stakeholders
  - Pacific communities, providers and leaders
  - Māori and iwi
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Solutions-focused and problem solver.
- Strategic and creative thinking – focus on Pacific potential and supporting real and sustainable change.
- Ability to work in a fast-paced environment and deliver quality work on budget under time constraints.
- An understanding of inclusive and equitable practices, including anti-racist and anti-bias frameworks.
- Work consistently to established timeframes, managing own input and ensuring others' contributions are made to enable work to progress.

## 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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kipa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident

## 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



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Date Reviewed and Approved	May 2024
Approved By	HR Advisory team