

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Principal Advisor, Secondary Transitions

Business Group	Te Mahau   Education Services
Location	Regional
Salary band	A9

### 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 Principal Advisers Secondary Transitions are regionally based specialists providing change and thought leadership to education sector leaders, assisting them to make improvements that drive system change, as students move through education to employment. They will have a particular focus on achievement, retention, transitions and progression across the secondary school and tertiary interface and support sustainable networks and partnerships across the secondary-tertiary-employment interface.

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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 Principal Advisor, Secondary Transitions you will:

- Contribute to cross-agency initiatives to reduce the number of young people (15-24 years) who are not in education, employment or training through reengagement strategies and preventative responses within the education system.
- Support providers to implement key Government priorities. Support local delivery of secondary-tertiary programmes, and the uptake by schools and wharekura of tools to help students build coherent NCEA choices and pathways to further education, training and employment. •Work with and support the demand driven response from communities to inform work with employers, schools, tertiary providers and Kāhui Ako.
- Provide support, tools and advice to Kāhui Ako to assist them to develop plans in response to their identified needs in the secondary/tertiary, and secondary transitions to employment, pathways and specific achievement challenges.
- Work with assigned schools, wharekura and tertiary providers to raise achievement, retention, and transition and develop coherent pathways and tailored learning programmes, using new approaches and existing methodologies to better align education with employment destinations •Work with schools, wharekura, tertiary providers and communities (including employers, iwi, councils etc) to facilitate and develop new secondary/tertiary partnerships and networks
- Build and maintain relationships with and across key stakeholders, assisting the community to remove barriers to collaboration •Support the national monitoring and reporting of progress against a range of tactics and activities to show system capability lift.
- Provide strategic advice and guidance on economic development for the region and feed this into leadership and management planning.

You will make decisions in accordance with the Ministry's policies and delegations framework.

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### 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.
- Relevant Tertiary and/or equivalent qualifications/experience
- Educational sector experience or the ability to develop understanding quickly
- Experience in leading work programmes across Government agencies and/or NGOs
- Has extensive background knowledge and experience in education and / or leadership, and ability to support professional change at an education provider level.
- Proven relationship management skills in complex and challenging environments, and confidence in establishing relationships with key senior stakeholders both within and outside the education sector

### 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.
- Has a high level of facilitation skills with highly honed interpersonal skills, diplomatic and able to adapt to different interaction styles and contexts.
- Demonstrates sound understanding of project and change management.
- Demonstrates a strong understanding of the Treaty of Waitangi and its implications for the work of the Ministry of Education especially in matters relating to iwi and Māori development and the partnership values that flow from the Treaty.
- Has sound knowledge and understanding of how the education sector operates at the school and tertiary level.
- Has strategic knowledge and application of Ministry's information, resources, frameworks, evidence bank and theory.
- Has experiential knowledge and competencies in supporting shifts in practice that evidenced improved outcomes for and with Māori and effective relationships with whānau, iwi and Māori communities.
- Has a strong analytical skill set that is linked to education knowledge (both quantitative and qualitative), including the ability to assess a range of data and information to identify root causes and opportunities for improvement.

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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	July 2023
Approved By	HR Advisory Team