

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Senior Advisor

Business Group	Te Pou Kaupapahere
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 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 Senior Advisor provides informed advice on Crown entities' performance and sustainability to shape decisions and interactions enabling the Ministry to deliver excellent and equitable outcomes. The Monitoring and Appointments team within Te Pou Kaupapahere | Policy serves the Ministry by offering their expertise in strategic governance, accountability and transparency, communication, stakeholder management, legal compliance, risk and assurance, as well as planning and monitoring. They work to ensure that the Ministry's actions are well-considered, effective and transparent to its stakeholders, and to ensure education agencies are working toward achieving a shared vision for the education system.



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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 a Senior Advisor, you will:

- Provide balanced and independent advice on the issues, risks, challenges and successes of Crown entities
- Ensure complex and technical information is communicated in ways that are easy to understand
- Provide written advice on behalf of the Ministry to education Ministers across the year on appointments, Crown agents' performance, accountability and reporting documents and other topics
- Be able to compile and analyse qualitative, quantitative and financial inputs to provide concise and compelling advice on the performance of the entities we monitor, and on other topics as needed.
- Engage with Ministry and entity stakeholders and experts regularly to build trusted relationships, maintain communication channels and ensure a no surprises approach to issues, challenges and opportunities.
- Manage complex relationships, including:
  - Building and maintaining relationships with senior leaders and technical experts
  - Balancing differing stakeholder views and navigating sensitive topics, including balancing transparency with confidentiality
  - Working proactively and constructively towards a solution, or to multiple solutions at once, some that may appear to conflict
  - Maintaining relationships when providing free and frank advice to Minister(s) on entity performance
- Support equity in the system through the provision of advice to both entities and Minister in monitoring and board appointment roles
- Design and implement systems and deliver specialist planning and advice on upcoming board appointments to Ministers and senior leadership which supports diversity and inclusion on boards
- Work effectively as part of a high-performing, high-output team, including:
  - effectively handing over and picking up work, and identifying and managing issues
  - contributing to the continuous improvement of monitoring, analysis and reporting, both for this team and for our stakeholders
  - peer review and quality assurance
- Knowledge and experience of machinery of government
- Any other work as required by the Director

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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:

- Experience in business/organisational analysis for government organisations. Understands public sector systems and processes, including accountability requirements,
- Experience in building relationships to achieve shared outcomes.
- Experience in connecting and synthesizing information, translating complex ideas simply to a range of audiences.
- Experience connecting with and advising senior leaders.
- Experience working in the public sector and an understanding of the machinery of government
- Ability to understand complex information, to adapt and respond to changing circumstances when engaging with stakeholders.
- Ability to assess and interpret information from a range of sources to understand entity performance and Crown ownership risks.
- Proven ability to establish, build and maintain highly effective working relationships

### Ngā Āheinga | Capabilities

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

- A proven ability to see issues through a range of lenses and stakeholder perspectives, understand wider context and recognise broader implications and connections between issues.
- Excellent interpersonal skills, able to establish rapport and credibility, and build and maintain relationships at all levels, with discretion and political nous.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Operates in an inclusive manner and is focused on building equity and diversity into our culture, work practices and advice. Being an inclusive, cultural competent and self-aware individual is critical in this role.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills. Willing to participate in team activities and contribute to the collective success of the team. Can work effectively with others to solve problems and co-produce outputs
- Responds positively and effectively to changing settings, priorities and areas of focus
- A commitment to ongoing personal and professional development.

### 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

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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

## 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	June 2026
Approved By	HR Advisory Team