Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Chief Advisor, Education Workforce Supply and Leadership

Business Group	Te Pou Ohumahi Mātauranga | Education Workforce
Location	Wellington
Salary band	B4

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 āianei, 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 Chief Advisor provides strong intellectual and analytical leadership on a range Leadership or Principal workforce issues. The role provides strategic and operational advice and support to the continued development of leadership in schools. The Chief Advisor also plays a key role in delivering operational support for the Leadership Advisory service.

The Chief Advisor is expected to provide a strategic outlook with intellectual capability to provide new insights. You will work in collaboration with others across Te Tāhuhu o te Mātauranga and the sector to develop and deliver, and progressively improve education workforce capability and capacity.

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Ngā Haepapa | Accountabilities

As a Strategic Advisor 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 the development of advice on significant issues, helping to resolve complex issues, identifying trends, risks and opportunities 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 strategies, frameworks, capabilities and systems for current and future challenges.
- Provide expert knowledge across the organisation and the system, working with others to inform system-level decision making.
- Strategically manage, and exercise analytical leadership:
    - By identifying future workforce trends and what this may mean for the direction of the Ministry's policy advice.
    - Providing thought leadership on critical areas in a way that enables them to produce high quality and timely advice.
    - Challenging current thinking and developing new frameworks, raising new ideas, and providing innovative ways to present the Ministry's advice.
- Identify, develop and utilise relevant data and insights to inform and make evidence-based decisions and recommendations on strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As a Chief Advisor, Education Workforce Supply & Leadership you will:

- Provide thought leadership and tactical advice on leadership matters, workforce and leadership strategy.
- Lead multiple complex projects or programmes of working, which may include the supervision of project team members to deliver.
- Keep senior managers well informed of progress on work tasks, emerging issues, difficulties and risk management.
- Foster systems for enhanced communication of collaboration between the Group and other areas within the Ministry.
- Be responsible for the production of advice on a wide range of complex issues, including cross-agency policy advice.
- Build, develop and maintain strong working relationships with key internal and external stakeholders which enables successful implementation of workforce supply and leadership solutions.

- Work through formal and informal networks across the Ministry to promote an understanding and awareness on specific policy issues and ensure these perspectives are considered as part of significant new policy developments or initiatives.
- Collaborate with other strategic experts to share expertise, identify risks and opportunities, and solve complex problems of workforce supply and leadership.
- Lead sector meetings, forums and interagency meetings as required to support delivery of the work programme.
- Work closely with teams that collate and analyse workforce data to understand the likely impact of initiatives on workforce supply and retention.
- Provide timely and quality advice with a high level of accuracy, backed with data and evidence to inform the design, development and operationalisation of immediate and future workforce supply and leadership issues.
- Actively contribute to the quality control of policy advice and other work through regular participation on peer review, appraisal and discussion of issues.
- Maintain an overview of the direction and implementation of a range of initiatives, and plan and project to ensure priority goals and outcomes are achieved.
- Support the development of capability and expertise across the team in strategic thinking, analysis, and advice through coaching, mentoring, and the provision of up-to-date frameworks, concepts, knowledge, and best practice.
- Prepare and contribute to Ministerial correspondence, and other relevant documents.
- Use a diverse range of information and materials and collaborate with Te Mahau and the sector to test our understanding of workforce supply and demand dynamics.
- Understand and utilise a range of education system levers, including education workforce supply initiatives, policy advice, strategic documents to formulate advice and respond appropriately to changing demands.

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 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.
- Experience in building relationships and partnerships to achieve shared outcomes.
- A strong understanding of the schooling sector and the role and responsibilities of Principals
- Expertise leading analysis, research and the provision of advice
- Credible, respected relationships with senior decision makers, diverse stakeholders, managers and staff in partner agencies.
- Demonstrated experience in building relationships and partnerships to achieve shared outcomes.
- Experience shaping workforce development, including knowledge of relevant legislation and

organisational requirements.

- Extensive experience interpreting and applying policy and legislation.
- Experience recognising and responding to a dynamic changing environment.
- A tertiary qualification in a relevant field.

Ngā Āheinga | Capabilities

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

- A proven 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.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
  - colleagues
  - stakeholders
  - Māori and iwi
  - Ministers
- Excellent relationship management skills with key stakeholders of diverse backgrounds
- A proven ability to influence without authority to achieve desired results and outcomes.
- Strong political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent interpersonal and written communication skills, including the ability to present complex issue clearly and concisely.
- Deep knowledge and understanding of relevant legislation and governance frameworks.
- Extensive knowledge of leading strategy development and delivery tools and frameworks.
- An understanding of the education workforce, its challenges and opportunities.
- Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principals of te Tiriti o Waitangi (the Treaty of Waitangi), and how it applies in the public sector.
- A commitment to ongoing personal and professional development.

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

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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

Date Reviewed and Approved	July 2025
Approved By	HR Advisory Team