Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor, Operational Policy

Business Group	Curriculum, Learning and Qualifications, Te Poutāhū | Curriculum Centre
Location	Te Whanganui-ā-Tara | 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 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 Lead Advisor, Operational Policy provides advice on implementing qualifications policy and settings, from design through to implementation. You will lead the development of operational policy that supports a coherent, curriculum-led, nationally and internationally credible national secondary school qualifications system. Alongside this you will provide advice on shaping the senior secondary education system so that it delivers quality and equitable pathways for all learners, allowing them to transition successfully to employment, training, or tertiary study.

You will lead and deliver operational policies, and design services, products and processes, working directly with the Qualifications team members, the wider Curriculum, Learning and Qualifications group, wider Ministry staff, and external stakeholders to enable effective delivery.

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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 Lead Advisor, Operational Policy you will:

- Take responsibility for qualifications and pathways operational policy development, make informed decisions, monitor progress against planning and take tasks to completion.
- Manage own work accountabilities alongside the Senior Advisor, Operational Policy and generally operate on a reporting basis rather than being supervised.
- Provide leadership to help track, anticipate and respond to emerging issues that pose potential risk.
- Prepare documents to assist in decision making and so that approval for priority initiatives is gained.
- Lead and work in project teams and with key stakeholders across the sector.
- Work collaboratively when engaging with internal and external stakeholders.
- Take a significant role in projects to design and develop programmes and initiatives. This includes supporting detailed planning to inform the design and development of initiatives, products and services; providing guidance on possible issues, risks and opportunities; contributing to project/programme evaluation that informs implementation planning and decision making.
- Interpret research and data from a wide range of sources, reporting and analysis and evaluation, to support the design and development of initiatives.
- Provide robust and high-quality analysis and advice to shape the short-, medium- and long-term work programme and improve student achievement over time.
- Work consistently to established or agreed timeframes.
- Support and contribute to working groups, sector meetings, forums and interagency meetings as required to support delivery of the work programme.
- Build trust and establish and maintain open and responsive relationships across the Ministry, government and key stakeholders.
- Lead in the preparation of education reports, information updates, Ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, and Cabinet papers as required.

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 policy or operational policy development in a complex setting.
- Ability to engage with a range of stakeholders confidently and appropriately from different cultures and backgrounds.
- Ability to design and deliver internal and external stakeholder engagements, both general and targeted, to generate valuable and usable insights/advice.
- Experience in engaging in different contexts and cultural settings.
- Experience leading or supporting one or more projects concurrently and managing competing priorities.
- Understanding of secondary qualifications and assessment, including NCEA, and the diversity of learners working towards qualifications in schools and kura, including the needs of Māori, Pacific and disabled learners.
- Demonstrated ability to build and maintain effective working relationships.
- Relevant tertiary qualification or substantial relevant experience.

Ngā Āheinga | Capabilities

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

- Experience of bringing people together and working with others to achieve outcomes.
- Be able to think and lead strategically and lead with purpose.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organizational and system-level decision making.
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent communication skills, including a demonstrated ability to communicate effectively and with impact in writing and verbally to different audiences.
- Support organisational performance.
- A proven ability to build and manage internal and external relationships.
- A proven ability to work at pace and deliver work on time with the resilience to manage pressure appropriately.
- Knowing when to involve others and seek advice.

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 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

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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	November 2026
Approved By	HR Advisory

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