Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor

Business Group	Te Mahau | Education Services
Location	Auckland
Salary band	A7

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 Ministry of Education is delivering a targeted initiative (from 2026 – 2029) to improve literacy and numeracy outcomes for Pacific ākonga in years 9-10. This initiative provides structured tutoring and homework support to help students meet the requirements of the co requisite assessments (CAAs) in reading, writing and mathematics.

The Senior Advisor plays a key role in supporting the successful implementation of the Homework and Tutorial Initiative, as well as other projects. The role is responsible for delivering key project outcomes by coordinating programme delivery, building and maintaining effective stakeholder relationships, identifying and resolving risks and issues, and promoting the sharing of effective practice across the network.

As the Senior Advisor, you will work closely with regional teams, schools, and providers, the role helps ensure

implementation remains on track and intended outcomes for Pacific learners are achieved. You will also work alongside the Senior Advisor, Evaluation and Reporting to ensure real-time information and insights are collected and analysed to inform decision-making, investment recommendations, and continuous performance improvement.

This role contributes directly to the successful delivery of the initiative and supports the achievement of improved literacy and numeracy outcomes for Pacific ākonga.

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 Senior Advisor, you will:

- Build and maintain relationships with providers and the sector to increase the number of schools joining the Homework and Tutorial initiative and to support on-going implementation.
- Provide tailored and responsive support to schools and providers ensuring implementation is on track and issues are resolved in a timely manner.
- Take a continuous improvement approach to enhancing progress, championing best practice.
- Engage with schools and providers on additional support to enhance learner progress.
- Build trust and work collaboratively when engaging with stakeholders, internal and external experts to support decision making and sustain improvement for change.
- Actively support management, including Relationship Managers, with provider engagement and communication.
- Work consistently to established timeframes, managing own input and ensuring others' contributions are made to enable work to progress.
- Use data, local knowledge and relationships to identify and proactively respond to priorities and risks and influence change in order to maximise education outcomes for students.
- Work closely with the Senior Advisor, Evaluation and Reporting to support evaluation activities, ensuring information is accurate and ready for reporting deadlines.
- Work closely with the Te Mahau | Education Services groups and other Ministry business groups to manage risks, provide strategic information and evidence.
- Actively work with regional and national teams on the Homework and Tuition initiative and other Pacific projects as identified.

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Use data and insights to make evidence-based decisions and recommendations on strategic issues.
- 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 contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in building relationships and partnerships particularly in the schooling sector to achieve shared outcomes.
- Experience in working with service providers, preferably Pacific Providers, to build relationship and partnerships to achieve shared outcomes.
- Experience working in a government agency and sound understanding of the machinery of government, specifically in evaluation and reporting settings
- Evidence of strong links and experience working in diverse Pacific communities with experience and an established network with business leaders, community organisers and communities, including faith-based communities
- A proven ability to use data and insights to identify trends, risks and opportunities to influence and guide organisational and system-level decision making.
- Ability to communicate in a Pacific language is desirable

Ngā Āheinga | Capabilities

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

- A proven track record of working well with people, contributing to team outcomes and meeting deadlines to ensure team success.
- A proven track record of building and maintaining trusted relationships with colleagues and key stakeholders.
- A proven ability in using databases and IT tools to support work programmes, project management.
- 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 communication skills both oral and written.
- A proven ability of identifying issues/risks and actions towards problem solving and performance improvement
- Ability to work in a fast-paced environment and deliver quality work on budget under time constraints.
- Willingness to adopt new ideas and constructively challenge existing systems and processes whilst also providing solutions.
- An understanding of inclusive and equitable practices, including anti-racist and anti-bias frameworks.
- Understanding the public sector delivery structures and system challenges of delivering targeted programmes in vulnerable communities.
- Proven ability to establish and maintain strong relationships with the sector

- An understanding of Pacific providers, networks and experience in Pacific community settings is ideal.
- Competency in Pacific cultural contexts

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, 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	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

Date Reviewed and Approved	September 2026
Approved By	HR Advisory Team