

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Adviser, Early Childhood Education

Business Group	Te Mahau takiwā
Location	Regionally Based
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 Lead Adviser, Early Childhood Education coordinates the implementation of early childhood initiatives across the region. They will support the translation of policy into day-to-day implementation work including project planning, risk management, monitoring and evaluation.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 Adviser, Early Childhood Education, you will:

- Maintain an overview of the direction and implementation of the project plans/work plans across the early childhood education portfolio of work, working to ensure goals are achieved.
- Assess and report to the manager on the quantity and quality of resources applied to projects, that projects are sized correctly, and the required timeframes are achievable.
- Track, anticipate and respond to emerging issues that pose potential risk, alerting the manager, advising on priorities and focusing effort where it has the most impact.
- Allocate work to achieve optimal productivity and build capability.
- Take a proactive approach to ensure alignment with Ka Hikitia and a focus on achievement of outcome for Māori learners. Ensure that plans align with the targets for Pacific learners.
- Prepare business cases, projects plan, budgets, contracts, submissions and advice as required to assist in decision making and gain approval.
- As part of project design or work planning, develop explicit indicators which enable tracking of progress, review of activities and evaluation of impact.
- Support robust evaluation of project progress, assuring that quality, consistency and performance, justify decision on investment, and ensure effective management of public expenditure.
- Lead change management initiatives and business initiatives to ensure that Te Mahau supports our sector leaders.
- Ensure new initiatives, solutions and practices are logically and effectively assessed and developed.
- Maintain standard processes for project planning and implementing clear pathways for information sharing and decision making within the team.
- Monitor demand on core processes to inform resourcing decisions and to identify pressure points and wider system issues.
- Provide feedback to the Manager on how systems can be streamlined or increase speed and ease delivery.
- Ensure that any customisation of delivery or tailored solutions to meet regional needs maintains the policy intent and is consistent with business processes and accepted practice.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Ensure the smooth implementation of new policies or business processes and manage changes to workflow or practice by providing guidance to team members.
- Enhance working relationships across the region to ensure good information connections and strengthen collaborative team involvement.
- Identify implementation tasks that require a coordinated approach and work within the Ministry, and between the Ministry and other agencies or organisations to ensure integrated planning and solutions.

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 a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of the impact of legislation and regulations on the Ministry's operations including compliance matters, and the ability to provide quality advice, and guidance on the implications of legislation and regulations.
- Understanding of the process of Government policy.
- Understanding of the Treaty of Waitangi, and its implications for the work of the Ministry of Education especially in matters relating to Māori development and the partnership values that flow from the Treaty.
- Experience in engagement with Pacific groups and communities.
- Experience in using project management techniques and methodologies.

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.
- Experience in providing professional leadership to a team, building capability internally and externally, and coordinating the activities of others.
- Solution focused and problem solver – strategic and creative thinking, focus on Māori potential and supporting real and sustainable change.
- Ability to understand policy intent and identify the implications for implementation.
- Demonstrated ability to manage relationships to achieve desired outcomes.
- Demonstrated ability to understand linkages with initiatives within and outside their area of work.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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	May 2023
Approved By	HR Advisory team