



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, Monitoring and Appointments

Business Group	Te Pou Kaupapahere Policy
Location	Wellington
Salary band	A9

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

Te Pou Kaupapahere is the Ministry's policy group and focuses with a whole-of-system lens across early learning, compulsory schooling, and tertiary. This also includes Māori medium, te reo Māori, Pacific and Learning Support. We also manage the Ministry's international engagements and cooperation agreements.

The Principal Advisor – Monitoring and Appointments provides expert advice and support to a team that is focused on lifting the performance of the crown agents by undertaking the role of monitor and through running the appointments process to key Crown agents' boards. Alongside this the team also supports the Minister of Education in recognising achievement in the Education System by supporting the Minister with the Honours process. The Principal Advisor role provides has a key role in supporting the director in putting in place best practice approaches, ensuring monitoring is strategic and future focussed, managing complex relationships and

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continuing to strongly integrate the team into the Policy group. The Principal Advisor will also have opportunities to support the General Manager System, Connections and Early Learning Policy with key policy projects and initiatives. This role is being trialled and the Principal Advisor will also have opportunity to help shape the work programme.

The Principal Advisor contributes to the overall purpose of the System, Connections and Early Learning Policy group team by providing thought leadership support and strategic advice to the Director and General Manager.

The Principal Advisor will both lead and support the design, development and implementation of specific projects and pieces of work that are underpinned by robust evidence and analysis

You will be a curious, critical thinker and a problem solver, with monitoring, policy or service design skills, who can present complex information in easy to digest formats (including visual, written, verbal).

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 Principal Advisor – Monitoring and Appointments you will:

- Lead the development of strategic and best practice monitoring and appointments products, frameworks or processes
- Provide support to the Director and General Manager System, Connections and Early Learning Policy on key projects and initiatives
- Step in and represent the Director in key meetings and streams of work
- Support the Director and General Manager System, Connections and Early Learning Policy in establishing a network and standing in amongst monitoring departments. This includes supporting projects as requested by Te Kawa Mataaho | Public Service Commission
- Provide complex, timely, quality, and responsive advice on risks and issues across the Crown Agents monitored so monitoring takes a more systems focus. This includes strong analytical and performance analysis.
- Lead collaborative working relationships within Te Pou Kaupapahere | Policy, across Te Tāhuhu o Te Mātauranga | The Ministry of Education and key stakeholders to design and develop initiatives, products and services that will ensure quality outcomes are achieved.
- Research best practice advice so that team is aligned to improvements and necessary change in the work

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- Support the Director in bringing a Te Tiriti focus into the work that is carried out and in the team's culture
- Support the development of capability and expertise across the Monitoring and Appointments team in strategic thinking, analysis, and advice through coaching, mentoring, and the provision of up-to-date frameworks, concepts, knowledge, and best practice.
- Lead and manage and be involved in complex and substantial projects to design and develop programme and initiatives within the System, Connections and Early Learning Policy Group and the wider policy group.

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.
- Extensive understanding of machinery of government
- Experience in providing strategic advice, at a system level.
- 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.
- Understanding of the New Zealand education sector.

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.
- Excellent research, analytical and problem-solving skills, with the ability to lead the development and delivery of complex analysis and initiatives
- Strong communication skills, including the ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.
- The ability to work independently and collaborate in a fast-paced environment, with high attention to accuracy and detail, managing priorities and risks.
- Proven ability of relationship building and management experience including liaising with, communicating to, consulting with, and influencing stakeholders.
- Ability to work flexibly across the monitoring and appointments team, System, Connections and Early Learning Policy group and wider policy group
- Competent in the use and development of relevant electronic and online tools (standard MOE office suite).



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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
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	October 2025
Approved By	HR Advisory Team