



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Adviser

Business Group	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 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

Te Uepū Reo Māori is responsible for *Te Marautanga o Aotearoa, Te Whāriki a Te Kōhanga Reo, Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori, and for the provision of quality te reo Māori for early learning and schooling. For this, the group leads the on-going design, development, implementation, monitoring and continual improvements for *Te Marautanga o Aotearoa, Te Whāriki a Te Kōhanga Reo, Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori, and Te Reo Māori covering learning, teaching, ako and aromatawai practices for kaiako, leaders, ākonga, and their whānau.

The **Learning Design team** maps teaching to *Te Marautanga o Aotearoa, Te Whāriki a Te Kōhanga Reo, Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori, to maximise learning for all students. For this, the team requires subject matter expertise across all areas of the national curricula, for those learning through te reo Māori, and in-depth understanding of research-informed best practice for teaching and learning. This team would design,

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deliver, monitor and maintain quality teaching and curriculum-based products and services (including educator resources) for all areas and years of Te Marautanga o Aotearoa, Te Whāriki a te Kohanga Reo, and *Te Whāriki mō ngā mokopuna o Aotearoa*, specifically focusing on Te Ara Māori.

The Lead Adviser provides specialist subject matter expertise aligned to wāhanga ako within Te Marautanga o Aotearoa. As part of a team of Lead Advisers, they will have specialist knowledge in one of the following groups of learning areas:

- Te Reo Rangatira, Te Reo Pākehā, Ngā Reo
- Pūtaiao me te Hangarau, Pāngarau
- Waiora, Toi Ihiihi, Te Ao Māori

They will play a significant role in the development of a high-level plan for learning design across *Te Marautanga o Aotearoa, Te Whāriki a Te Kohanga Reo, and Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori to meet the government's expectations for products and services that provide targeted support for tumuaki, kaiako, and 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 and 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 you will:

- Have specialist knowledge in one of the following groups of learning areas:
 - Te Reo Rangatira, Te Reo Pākehā, Ngā Reo
 - Pūtaiao me te Hangarau, Pāngarau
 - Waiora, Toi Ihiihi, Te Ao Māori
- Develop a good understanding of the strategic Learning Design view across *Te Marautanga o Aotearoa, Te Whāriki a Te Kohanga Reo, and Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori including transitions from one to the other and transitions within specific curriculum.
- Lead the end-to-end design, deliver, monitor and maintenance cycle for products and services developed for wāhanga ako (learning areas) and the interconnectedness into other wāhanga ako.
- Provide an understanding of research informed best practice for teaching and learning, and the science of learning using human-centred design processes across all products and services.

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- Have knowledge of the resources currently available to the sector either produced by the Ministry or by other well-known authors of specific curriculum areas.
- An appreciation of te reo Māori and the important contribution education has to its revitalisation and normalisation through the national curriculum.
- Having a level of fluency to communicate effectively when required is an advantage.
- Work closely with Principal and Senior Advisers to deliver a thoroughly researched and evidence-based suite of products and services.
- Work closely with the Curriculum Design team so the curriculum design approach and the suite of products and services are aligned.
- Be a confident and competent writer who can provide succinct information for a range of audiences including Ministers, Senior Leaders, and general audiences
- Provide thought leadership and thought-provoking ideas to challenge and continuously improve products and services being developed.
- Interpret research and data from a wide range of sources, reporting and analysis and evaluation, to support the design and development of initiatives.
- Apply innovation to the development of products and services, providing leadership and guidance on appropriate use to achieve the required outcomes.
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.
- Build trust and work collaboratively when engaging with internal and external experts, stakeholders and project managers to support decision making and sustain improvement and change.
- Work closely with the Curriculum Design team, aligning the products and services to the curriculum design approach
- Maintain robust relationships with contracted providers.
- Test and quality assure curriculum products and services, providing constructive, evidence informed feedback.
- Respond positively to the feedback of others and act with flexibility.
- Meet all Ministerial requirements within allocated timeframes including answering JIRA, queries, media questions, and reports.

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 in:

- Working productively within a complex and ever-changing organisation
- Building dynamic and conducive relationships and partnerships with diverse groups to achieve shared outcomes.
- Effectively communicating expectations, feedback and information to provide assurance that information flows smoothly to team members, colleagues, and management.
- Demonstrating strong leadership skills, including the ability to inspire and motivate team members, set clear expectations, and provide guidance and direction to achieve outcomes.
- Understanding of *Te Marautanga o Aotearoa*, *Te Whāriki a Te Kōhanga Reo*, and *Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori and approaches to curriculum, assessment, and

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aromatawai development and design.

- Sharing deep expertise, knowledge, and understanding in their area of specialization, to provide expert guidance and support to both team members and decision-makers.
- Being a skilled problem solver, able to identify and address risks, issues, and effective mitigations as they arise providing timely advice to decision-makers.
- Influencing and persuading others to achieve desired results.
- Establishing, building and maintaining highly effective working relationships.

Ngā Āheinga | Capabilities

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

- An understanding of the role of Te Tiriti o Waitangi in the education sector.
- Demonstrated knowledge of government and public sector processes, expectations, and commitments
- Be able to mentor and coach senior advisers, help them develop their skills, overcome challenges, and achieve their potential
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Think strategically, aligning their team's efforts with broader group objectives while anticipating future challenges and opportunities.
- Able to make informed and timely decisions, balancing the needs of the team, the expectations of managers and other decision-makers, and the broader objectives of the group.
- Being an effective communicator with an ability to convey expectations, provide feedback, and ensure information flows smoothly within the team, to managers, and with stakeholders.
- Being committed to their own ongoing learning and development, staying informed about education trends, best practices that can enhance their leadership capabilities.
- Being skilled in resolving conflicts that arise within the team or between team members and stakeholders, fostering a positive and productive work environment.
- Being adaptable and flexible, able to adjust their approach in response to changing circumstances or priorities and navigate uncertainty effectively.
- Having the resilience to deal with pressure in a mature way.
- Ability to work flexibly, collaboratively, and effectively with their team, colleagues, and stakeholders across their work and within an ever-changing environment, to achieve common goals.
- Has a breadth and/or depth of experience which makes them a 'go-to' person.
- Excellent analytical skills including ability to lead and support the development and delivery of complex analysis, business cases and advice.
- Ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.
- Uphold high ethical standards and ensure their team members adhere to ethical guidelines in their work.
- Be able to effectively manage their performance and that of their team. They can set goals, provide feedback, and recognise and address any issues that arise.



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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. While this role is set at Developing, you will be provided with development support within Te Poutāhū to enable you to reach the next level of Confident.

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 2024
Approved By	Advisory Team