

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Adviser, Employment Relations

Business Group	Te Pou Ohumahi Mātauranga   Education Workforce
Location	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

The Senior Adviser, Employment Relations will be accountable for the preparation, undertaking and implementation of bargaining for education sector collective agreement and pay equity negotiations.

You will participate in related work programmes and work closely with Ministry colleagues and stakeholders to ensure bargaining outcomes meet agreed objectives.

## 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 a Senior Employment Relations Adviser, you will:

- **Collective Bargaining**
  - Lead and/or support collective bargaining and pay equity negotiations as required, in an efficient and timely manner and complying with relevant legislative requirements and the Governments Expectations for Pay and Employment Conditions in the State Sector.
  - Work with other team members and Ministry colleagues to develop and implement bargaining strategies, initiatives and plans.
- **Specialist Advice**
  - Advise the sector about individual employment agreements as required in accordance with legislation.
  - Contribute to work programmes across the Employment Relations team and wider Ministry as required.
  - Consider and advise on Ministry priorities, practices, policies and programmes that contribute to or support the employment relations strategy.
  - Develop advice as required for Ministry leadership and Government on employment relations issues.
- **Stakeholder engagement**
  - Develop and maintains effective working relationships with officials of relevant employee and employer organisations.
  - Engage with key stakeholders to ensure proposals put to the sector are accurately costed, fully consistent with Government expectations and have the support of key stakeholders.
  - Network and engage with key internal and external stakeholders on the development, implementation and impacts of bargaining and workforce strategies and policies.
  - Liaise and work closely with key government agencies with an interest in industrial and employment relations outcomes, including with Te Kawa Mataaho | Public Service Commission and MBIE

You will make decisions in accordance with the Ministry's policies and delegations framework.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

### 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.
- Think strategically (i.e. sees issues through a range of lenses and stakeholder perspectives; and recognises broader implications and connections between issues).
- Progress current thinking (i.e. provides suggestions and alternative perspectives on agency issues).
- Implement strategy (i.e. understands their team's role in their organisation's strategy; and aligns their team's work with strategic objectives).
- Persuade and inspire others (i.e. engages staff and others in initiatives).
- Communicate effectively (i.e. tailors messages so that they resonate with their different audiences).
- Communicate with impact (i.e. conveys energy, urgency, confidence, and a sense of ease in a management role).
- Manage internal relationships (i.e. contributes to their team [of peers], works collaboratively with others across the organisation, and encourages their team to adopt an organisation-wide view).
- Manage external relationships (i.e. leverages strong relationships with a range of external stakeholders to deliver outcomes).
- Navigate political issues (i.e. navigates ambiguous political situations, by taking into account political sensitivities).
- Manage and deliver on work priorities (i.e. uses sound work management practices to organise their work priorities, so that they deliver on work commitments).
- Purposeful about where they invest their time (i.e. takes a deliberate work management approach which strikes an effective balance between proactive and responsive work activities).
- Coach and mentor individuals (i.e. invests time in coaching and mentoring staff, to assist them e
- Enhance the capabilities required in their current roles and the roles they aspire to).

### 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 state/public sector collective bargaining
- Advanced knowledge of Employment Relations, with specialist expertise helpful (e.g. remuneration, pay equity)

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

- Sound understanding of the machinery of government and relevant legislation, e.g. Employment Relations Act, Education Act, Official Information Act
- Related experience helpful (e.g. policy analysis, project management, quantitative and qualitative analysis, payroll management)
- Establishes and maintains effective relationships with key stakeholders and gains their trust and respect.
- Is comfortable with complexity and able to analyse complex problems using a range of techniques to build and support or to challenge a line of argument
- Writes clearly and succinctly in a variety of communication settings and styles
- Is widely trusted, seen as a direct, truthful individual that admits mistakes. Can represent the unvarnished truth in an appropriate and helpful manner
- Negotiates skilfully in tough situations with both internal and external groups, settles differences with minimal noise, and can win concessions without damaging relationships

## 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	Advisory Team