

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Adviser

Business Group	Te Poutāhū Curriculum Centre
Location	Te Whanganui-ā-Tara 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 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 Curriculum Integrated Services (CIS) group works across Te Poutāhū (Curriculum Centre), holding close connections to maintain collective alignment as a group. CIS focuses on defining the strategic outcomes of Te Poutāhū products and services to the sector, including cross-cutting strategies to respond to sector needs.

The Planning, Outcomes and Impacts team, within CIS is responsible for planning, aligning and the coordination of programmes and ongoing delivery work for curricula which helps ensure Te Poutāhū seamlessly delivers to the education sector. They provide an integrated overview of how curricula and assessment work programmes of Te Poutāhū are progressing to support planning, decision making and continuous improvement.

The Principal Adviser provides thought leadership and development of consistent frameworks and quality processes to monitor the implementation and effectiveness of Te Poutāhū resources and services to support



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teachers, Kaiako and tumuaki to meet the outcomes set in the curricula. You will also lead the strategic development, analysis and reporting of curriculum and assessment related data and insights that inform policy, system performance and continuous improvement.

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 Adviser, Planning, you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Poutāhū as an integral part of Te Mahau.
- Lead, develop and implement responsive and integrated functional strategies and work plans
- Provide high-level advice and insights to senior leaders and stakeholders on curriculum trends, student outcomes, and system performance.
- Lead the development, implementation and ongoing monitoring of functional systems, frameworks and processes that translate curriculum data into meaningful insights
- Define strategic outcomes, evaluating and monitoring the effectiveness of current workstreams and develop reports, insights and recommendations to improve products and services.
- Provide recommendations to accelerate outcomes.
- Enable, create and foster integration and innovation to inform best practise approaches to effectively deliver outcomes through curriculum products and services.
- Support development of feedback loops, including the development of explicit indicators, to feed into the development of curriculum, teaching and learning resources and materials.
- Provide thought leadership to leaders across Te Poutāhū where required.
- Deliver work with pace, agility and impact.
- Maintain an overview of the direction and progress of a range of initiatives, plans and project to ensure priority goals and outcomes are achieved.
- Contribute to coaching, mentoring and development of staff.

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



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Wheako | Experience

To be successful in this role you will have the following experience:

- Working in a complex organisation.
- Proven knowledge of change management practises and methodologies and experience of leading organisational change.
- Proven track record of leadership through teamwork, collaboration, and open communication.
- A strategic and analytical mindset that allows you to balance immediate needs and requirements with a long-term vision based on business priorities.
- Managing and reporting on programmes of work with a focus on analysing and interpreting outcomes against objectives and key deliverables.
- Knowledge of and experience of the Machinery of Government and or/public sector is valuable but not required.

Ngā Āheinga | Capabilities

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

- Understanding the role of Te Tiriti o Waitangi.
- Ability to scope, plan, project manage and monitor multiple pieces of work and organise this into productive workflows.
- Ability to pull together information in various forms and from various sources into one master integrated schedule.
- Ability to quickly understand business context, identify trends, risks and opportunities, and to problem solve and provide advice which guides operational decision making.
- Ability to coach and constructively challenge others to shift mindsets and foster collaborative action.
- Able to use data and insights to identify trends, risks and opportunities, to influence and guide operational decision making.
- Excellent networking and relationship building skills with the ability to interact with stakeholders to achieve shared outcomes.
- Ability to work flexibly across the work in an ever-changing environment.
- Sound judgement and business acumen.
- Interpersonal savviness that means you relate well with all kinds of people with the ability to communicate clearly both in written and verbal form at all levels.
- Initiative and a high degree of professional independence and self-discipline.
- Resilience to deal with pressure in a mature way and stay calm in a dynamic and changing environment that at times can be ambiguous.
- Ability to deal with ambiguity with a knack for joining the dots.
- A commitment to ongoing personal and professional development.

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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, 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	Nov 2025
Approved By	HR Advisory Team