



Job Description

HR Advisor | Te Pou Rangatōpū | Corporate

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Delegations	None
Direct reports	None
Reports to	Team Manager, Advisory Services
Salary band	A6

What we do

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 learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

Te Pou Rangatōpū | Corporate

The Corporate group is responsible for a range of support functions that enable other Ministry areas to focus on the delivery of excellent and equitable outcomes for users of the education system. The functions within the group are focused on providing responsive services and solutions that enhance Ministry staff experience and maintain and grow public trust and confidence in the Ministry to deliver.

Key support functions within this group include, but are not exhaustive to:

- Financial management and strategy to ensure financial health, sustainability and allocation for optimal investment as well as financial policies, controls and transactions.
- Legal management and compliance including managing and mitigating risks to protect Ministry interests, ensuring compliance and with legal, regulatory and ethical standards and management of privacy requirements and requests.
- Human Resources management to attract and retain staff ensuring the Ministry has the right people, skills and culture to deliver its priorities.
- Strategy and performance setting and management, including business strategy and workplans, performance and outcome work to support achievement of outcomes that create tangible and evidenced value, and organisational health metrics and reporting.

- Procurement and supplier performance retaining the core procurement services with integrating property, travel and asset management services, leveraging expertise across all areas of the Ministry for consistency and efficiency.
- Communications and engagement function to deliver Ministry internal and external communications, support Government and Minister engagement and responses and set and manage the Ministry brand and identify.
- Property, fleet and sustainability management to ensure sustainable service delivery and support.

Role Purpose

The HR Advisor provides HR and people management advice and solutions to leaders and managers to address current and future business and workforce challenges. You will bring HR experience to operational human resources issues, initiatives and projects which impact on business performance, productivity, capability, and change.

Role Accountabilities

As a HR Advisor this role is accountable for:

- Providing professional HR advice, services and support the Ministry's People Strategy outcomes. HR disciplines required will include attraction, selection, and retention, engagement, diversity and inclusion, change management, workforce metrics, policy compliance, performance management, remuneration, and capability development.
- Build and maintain effective relationships with managers and employee representatives in order to deliver trusted and credible services to customers. Know the business in order to align advice and initiatives with business needs and priorities.
- Work closely with other People Capability professionals, particularly Senior HR Advisors, Assistant Advisors, and the Specialist Capability team to ensure a cohesive and joined-up approach across client groups.
- Provide sound employee relations advice to managers and assist them to resolve issues more proactively and effectively.
- Support and implement HR policies, projects, initiatives, and reviews as required to support the Ministry to become a high performing organisation.
- Support small to medium change projects and contribute to complex, large scale changes, working closely with the relevant Senior HR Advisor.
- You will make decisions in accordance with the Ministry's policies and delegations framework.
- Collect regular feedback and evaluation from customers to improve People Capability service delivery.

Knowledge, Skills and Professional Experience

- Fully competent at HR Assistant Advisor level; and
- An HR qualification and/or minimum of 2 years' experience in an HR advisory role
- Able to apply sound professional practice, knowledge, strategies, tactics, and processes to address business issues in:
 - Workforce capability development
 - Performance management
 - Change management
 - Sourcing, selection, and retention

- HR policy development
- Talent management and succession planning

You will also have the following characteristics:

- **Curious** – demonstrates curiosity, flexibility, and openness when analysing and integrating ideas, information, and differing perspectives to make fit-for-purpose decisions.
- **Honest and courageous** – stands by advice and works constructively through challenging conversations.
- **Resilient** – shows composure, grit, and perspective when the going gets tough, helping others maintain optimism and focus.
- **Self-aware and agile** – leverages self-awareness to build skills and adapt approaches, strengthening personal capability over time and optimising effectiveness across different situations and people.
- **Interpersonally savvy** – establishes and maintains effective relationships with customers, earning their trust and respect.

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organization and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Working in the Public Service

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 Te Tiriti o 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. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

Leadership Success Profile - 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.

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations.

Approvals

Date Reviewed and Approved	30 March 2026
Approved By	HR Advisory Team



Te Tāhuhu o te Mātauranga
Ministry of Education



Te Kāwanatanga o Aotearoa
New Zealand Government