

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor – Strategic Programmes

Business Group	Te Mahau Education Services
Location	Flexible
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 Lead Advisor Strategic Programmes is responsible for leading and supporting a range of programmes and services that support student wellbeing such as the Healthy School Lunches Programme, the ECE Food Programme, and Ikura | Manaakitia te whare tangata period products programmes in schools. You will lead a programme of work to support and promote optimal functioning across Strategic Programmes, providing specialist advice to the Strategic Programmes team, the Ministry of Education, the Minister and to the sector.

This role plays a key part in being a resource for the Ministry internally by providing specialist advice to regional and national teams and ensuring the initiatives align with wider Ministry programmes. It also includes building and strengthening interagency connections with other government departments and non-profits in the best interest of ākonga.

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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 Lead Advisor, Strategic Programmes you will:

- Plan, lead and contribute to the identification, design, development, and implementation of new services, initiatives, and changes, inclusive of supporting tools and resources. Ensuring that these are transitioned effectively into the field, and the impact of supporting resources and tools is maximised.
- Provide and facilitate informed, insightful and constructive advice which has a sound evidence base for consideration by a range of audiences, including colleagues, senior managers, ministers, media and external stakeholders.
- Develop and lead areas of work across the programme including developing and maintain guidance material to support programme and stakeholder needs.
- Identify activities that need a coordinated approach and work to ensure integrated planning, delivery, and reporting at a national and regional level.
- Track, anticipate and respond to emerging risks and issues.
- Oversee compliance within their programme of work nationally, and develop innovations and efficiencies in this space.
- Lead improvement initiatives related to the programme.
- Ensure lessons and insights from monitoring the programme are fed back into the programme to enable a consistent national approach.
- Develop and maintain strong working relationships with key stakeholders that can support the success of the programme.

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.
- Excellent interpersonal and communication skills.
- Integrity – maintain and promote social, ethical and organisational norms in internal and external business activities. Ability to work alongside peers and those senior to ensure the delivery of written material and response to requests.
- Understanding of the education sector and the school environment
- A passion for promoting the wellbeing of children in NZ by providing equity throughout the various programmes.

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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.
- A commitment to ongoing personal and professional development.
- Being a thought leader who can facilitate and lead groups of experts but also communicate clearly with non-technical audiences.
- A proven ability to be adaptable and pivot in high-pressure situations, where required.

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	March 2026
Approved By	HR Advisory Team