



Lead Advisor, Professional Development

Business Group	Te Poutāhū Curriculum Centre
Location	Wellington
Delegations	Nil
Direct reports	Nil
Reports to	Manager – Professional Development & Services
Salary band	A8

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 Poutāhū | Curriculum Centre

The Curriculum Centre Group provides expertise and partnership for the New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki.

The Group leads the national curricula for Aotearoa New Zealand and associated systems and processes of assessment and aromatawai.

The Group designs, develops and provides curriculum services for teachers, kaiako, leaders, ākonga, their whānau and communities that reflect their identities, languages and cultures, bringing together curriculum, teaching expertise and evidence for the development, support and review of inclusive curricula, assessment and NCEA.

Our strengths are across te reo Māori, mātauranga Māori, disability, inclusive learning support and culturally relevant content so that Te Mahau supports learning that is inclusive for all ākonga.

Role Purpose

This role is part of the Professional Development and Services team within the Curriculum Integration Services group of Te Poutāhū (Curriculum Centre). This group works across Te Poutāhū, holding close connections to maintain collective alignment in the provision of curriculum, assessment and aromatawai leadership and support across early learning and schooling. It supports Te Poutāhū to take an integrated approach to strategic planning, monitoring and delivery activities.

The Professional Development and Services team oversees and supports the delivery of responsive and accessible high-quality professional learning supports for curriculum, assessment and aromatawai as part of a suite of integrated services to help the workforce to grow their capabilities and leadership for equity and excellence in learner outcomes.

The Lead Advisor, Professional Development will play a key role in this work by leading substantial and complex initiatives that support kaiako, teachers and leaders to grow their capabilities and understand and prepare for changes in curriculum, assessment and aromatawai.

Role Accountabilities

As a Specialist, 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, this role is accountable for:

- Lead collaborative working relationships within Te Poutāhū across the Ministry and key stakeholders to design and develop initiatives, products and services that will ensure quality outcomes are achieved.
- Design Te Tiriti honouring approaches and methodologies to how we partner with whanau, hapu, iwi and Māori organisations and design our professional learning supports.

- Interpret research and data from a wide range of sources, reporting and analysis and evaluation, to support the design and development of initiatives. Facilitate a change and inquiry process where required.
- As appropriate, identify root causes of risks and / or issues and develop appropriate ways to mitigate these so improved outcomes are achieved.
- Develop and source frameworks and methods for effective professional learning to support design and implementation.
- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities and focusing effort where it has the most impact, using a systematic and integrated approach to use data and complete an analysis on trends, performance and outcomes.
- Use a range of evidence and data to support robust monitoring and evaluation of project progress, contract outcomes and reports, assure quality, consistency and performance of contracted providers, justify decisions on investment and ensure effective management of public expenditure.
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.
- Apply innovation, investment and design frameworks and methods for the development of products and services, providing leadership and guidance on appropriate use to achieve the required outcomes.
- Co-ordinate assigned projects / sub-projects to the agreed scope, schedule, budget and quality standards.
- Undertake detailed planning to inform the design and development of initiatives, products, and services. Provide well thought through advice and guidance on all possible issues, risks, and opportunities.
- Lead projects and initiatives through to implementation and support the rollout to ensure new initiatives, services and investments are transitioned effectively into the sector.
- Build trust and work collaboratively when engaging with internal and external stakeholders, including contracted providers, to support decision making and sustain improvement and change.
- Provide written responses to general enquiries, ministerial requests and any other material as appropriate.
- Contribute to operational implementation schedules, budgets, progress reports, and monthly reporting requirements.
- Lead, contribute to and coordinate, where appropriate, working groups, sector meetings, forums and interagency meetings as required to support delivery of the work programme.
- Make decisions in accordance with the Ministry's policies and delegations framework.

Knowledge, Skills and Professional Experience

- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of how the education sector operates – at the service, partnership, local, regional and system levels – to achieve learning outcomes.
- Knowledge and understanding of the role of Te Tiriti o Waitangi in the education sector.
- Experience in a complex organisation.
- Proven ability to establish, build and maintain highly effective working relationships.

- Has a breadth and / or depth of experience which makes them a ‘go-to’ person.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of The New Zealand Curriculum, Te Marautanga o Aotearoa, Te Whāriki and the National Certificates of Achievement, and an appreciation of the needs of kaupapa Māori education pathways

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 organisation 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 the Leadership Success Profile is available here: [Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#).

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

- To be driven and accountable
- To be curious, connected and open to different perspectives
- To grow our talent and capability
- To improve transparency – including by listening to and acting on feedback

Approvals

Date Reviewed and Approved	15 April 2026
Approved By	HR Advisory