



# Job Description

## Lead Advisor Sector Change

Business Group	Te Mahau   Education Services
Location	Regionally Based
Delegations	None
Direct reports	Nil
Reports to	Manager, Operations and Insight
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 Mahau | Education Services

The Education Services Group provides well-designed, integrated education services that support the impactful and effective operation of education settings to support student achievement and participation. The services help to remove barriers to participation and learning and provide regulatory advice, support and oversight to early learning providers, schools and kura.

The Group has three key priorities for Education Services:

- **Practice & Guidance:** Managing practice and guidance to improve national coordination and consistency, whilst enabling regional autonomy for education service delivery.
- **Integration & Delivery:** Providing education support directly to education settings via integrated regional and national services. This includes intervening when necessary to ensure a high standard of operation to support student outcomes and owning key stakeholder relationships to support schooling improvement and stronger outcomes for learners.

- **Monitoring & Improvement:** Monitoring and advising on improvements to the effectiveness, efficiency and equity of services for achievement and progression, and attendance and participation. This includes monitoring education provider performance against regulations and intervening as required.

## Role Purpose

The Lead Advisor, Sector Change leads and facilitates the planning and implementation of change across the local Integrated Service teams, working with the Sector Change Management & Implementation team in Te Mahua | Educational Services. They provide support across the region to ensure changes to service delivery are well planned and delivered successfully to schools, kura and early childhood education providers. They also drive, in collaboration with their region, a connected approach to a holistic view of change implementation across all stages of the education system.

## 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 a Lead Advisor Sector Change, this role is accountable for:

- Maintain an overview of the direction and implementation of change related project plans/work plans across your region.
- Provide a regional point of contact to inform our central teams of sector and regional readiness for change; and prepare colleagues for implementation of change delivery and supporting the change integration.
- Facilitate and coordinate the change and implementation between regional staff, and the service delivery and design teams across Te Tāhuhu.
- Support and communicate with regional Integrated Services teams to plan for, prioritise and roll out national change programmes, at a local level in a way that is prioritised and supported to provide meaningful outcomes for ākonga across Aotearoa New Zealand.
- Use project management knowledge to make sense of and design, communicate and implement changes.

- Work with colleagues across the Ministry, and in particular in Te Pae Aronui, to support project design and deliverables in line with national priorities.
- Work collaboratively with others to plan, communicate and implement changes across the regional team.
- Lead and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Personally and professionally challenges own thinking about how best to respond and support sustainable efforts that focus on Māori enjoying education success as Māori
- Promotes a positive attitude towards change. Represents and promotes challenge
- Manages and develops staff career and succession planning
- Ensures service providers and contractors are selected and managed in accordance with Ministry policies and guidelines, and the code of conduct
- Ensures that contracts successfully contribute to the achievement of Government outcomes and objectives as intended, and represent value for money
- Develops and maintains a business continuity/pandemic plan for own team and all areas of responsibility
- Manages effective and productive relationships with service providers and contractors to ensure that the Ministry receives an agreed quality and level of service within contractually agreed rates
- You will make decisions in accordance with the Ministry's policies and delegations framework.

## **Knowledge, Skills and Professional Experience**

- Experience of and robust knowledge and understanding of education contexts at a practical level.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience of successful project management
- Proven experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Proven experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience of working in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience of implementation of frameworks across organisations that support capability building.
- Experience using statistical and demographic analysis and qualitative and quantitative data to inform and evaluate design.

## **Essential Qualifications**

- Project Management qualifications would be advantageous.
- A full, clean NZ Drivers Licence.

## 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

<b>Date Reviewed and Approved</b>	22 April 2026
<b>Approved By</b>	HR Advisory