



# Job Description

## Principal Advisor, Professional Development

Business Group	Te Poutāhū   Curriculum Centre
Location	Wellington
Delegations	Nil
Direct reports	Nil
Reports to	Manager, Professional Development and Services
Salary band	A9

## 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

Curriculum integration works across Te Poutāhū (Curriculum Centre), holding close connections to maintain collective alignment as a group. Curriculum integration services will focus on defining the strategic outcomes of Te Poutāhū products and services to the sector, including cross-cutting services to respond to sector needs.

The Principal Advisor Professional Development develops and implements functional strategies, priorities and work programmes to support the delivery of quality PD services that are aligned to the Ministry's purpose and agreed strategies.

You will be responsible for supporting the manager and team to contribute to the delivery of curriculum and learning outcomes for all learners.

## 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 Principal Advisor, Professional Development, this role is accountable for:

- Lead the procurement design and delivery processes and systems of professional development services which help teachers and leaders build their capability.
- Develop frameworks and models that support improved service performance and ensure the sector is supported with the appropriate professional learning.
- Provide support, coaching and direction to other advisors and support the manager to develop their capabilities.
- Develop and source frameworks and methods in best practice in PD design, contract management and strategic provider relationships.
- Apply innovation, investment and design frameworks and methods for the development of services, providing guidance on appropriate use to achieve the required outcomes.
- Contribute to evaluation which delivers quality information to underpin ongoing improvement to PD system.

## Knowledge, Skills and Professional Experience

- Experience in developing and delivering quality PD services.
- Experience the development, implementation and ongoing monitoring of functional systems, frameworks and processes.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Demonstrated ability to convey abstract and/or complex ideas in clear, practical and concrete terms, tailored for the audience.
- Experience in identifying risks and effective mitigation approaches.

## 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