



# Job Description

## Senior Education Advisor | Te Mahau

Business Group	Te Mahau   Education Services
Location	Regionally Based
Delegations	None
Direct reports	None
Reports to	Manager, Integrated Services
Salary band	A7

## 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 Senior Education Advisor works within education advisory service to support the education sector in implementing key education priorities. This role involves communicating government priorities and strategies to ensure they are clearly understood and effectively delivered.

As the Senior Education Advisor you will identify, broker, and provide support for implementation while tracking and reporting on progress. The role requires working closely with schools, kura, and whānau to ensure students are attending and actively engaged in their education. The role leverages a range of support and interventions to improve attendance and achievement outcomes. Identifying, brokering and providing implementation support.

## 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 Senior Education Advisor this role is accountable for:

- Providing tailored and responsive services and support for a portfolio of schools, kura and the wider community to improve attendance and achievement outcomes, keeping records of all engagements.
- Building and maintaining deep relationships with the schools, kura and communities in your portfolio.
- Providing advice and guidance on the implementation of services, projects, and initiatives.
- Providing advice on delivery issues, operational perspectives and policy implications with robust quality assurance, consistency, and monitoring of public expenditure for services and projects.
- Supporting student attendance in schools by working with schools and kura to design

and implement attendance and engagement plans for individual students.

- Maintaining and applying an understanding of the statutory and regulatory framework that the Ministry operates within.
- Supporting the implementation of Ministry changes and new initiatives, keeping abreast of Ministry work progress and developments in the education sector, identifying implications and opportunities.
- Contributing to improvement focused action across a community pathway within a regional integrated team.
- Drawing on a range of evidence to inform implementation and planning.
- Using a range of organisational and facilitation skills to deliver a responsive service.
- Fostering the development of collaborative relationships widely in the community.
- Demonstrating the significance of identity, language, and culture in your work, and engage effectively with Māori ākonga and whānau and Māori organisations.
- Taking a continuous improvement approach, by proactively adopting new ideas and constructively challenging existing data, information, systems, and processes.

#### Knowledge, Skills and Professional Experience

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Knowledge and experience, at a practical level, of the schooling sector and its associated regulations and legislation.
- Demonstrated ability to use data and insights to identify trends, risks and opportunities.
- Providing timely and high-quality advice
- Demonstrated ability to work as part of an integrated team delivering services to the education sector.
- This includes working co-operatively with others to solve problems and complete tasks.
- Proven experience applying the principles of Te Tiriti.
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience with Te Ao Māori and understanding of Te Reo, tikanga and mātauranga Māori - critical for Senior Education Advisors working in kaupapa Māori and Māori medium.
- Experience working with Kura.
- An understanding of project planning and implementation prioritisation, evaluation, communication, and relationship management.
- Working co-operatively and flexibly with others to solve problems or complete tasks.
- Demonstrated ability to operationalise and implement policy.
- A track record of bringing people together and leading, coaching, and influencing others to achieve outcomes.
- An ability to use data and insights to identify trends, risks, and opportunities, to influence and guide organisational and system-level decision making.

- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- A sound working knowledge and the ability to give practical effect to Te Tiriti.
- Resilience to deal with pressure in a positive and professional manner.
- A positive attitude to ensure work progresses appropriately with all involved.
- Initiative – you proactively look for new and innovative ways of approaching situations and solving problems
- Integrity – you maintain and promote social, ethical, and organisational norms in internal and external business activities.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

#### Essential Qualifications

- A full, clean 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

Date Reviewed and Approved	9 April 2026
Approved By	HR Advisory



**Te Tāhuhu o  
te Mātauranga**  
Ministry of Education



**Te Kāwanatanga  
o Aotearoa**  
New Zealand Government