



Job description

Nau mai, haere mai. This job description is your go-to place for all the ins and outs of this role at the Charter School Agency | Te Tari Kura Hourua.

Governance Advisor

Location	Wellington
Salary band	A6
Job type	Permanent

What we do for Aotearoa New Zealand | To mātou aronga

Our mission is to lift student achievement, strengthen and diversify New Zealand's education system. We do this so that every child has the opportunity to learn, grow and succeed.

Charter schools | kura hourua offer high quality education with diverse choices for students and families, greater flexibility for educators, and increased accountability.

With the child at the heart of what we do, we achieve better outcomes together.

About our Agency | Mātau rōpū ake

We are a departmental agency established to implement and operate the charter school model. We receive services and support from the Ministry of Education and are accountable to the Associate Minister of Education. We are the secretariat for the Authorisation Board, which approves sponsors for new and converting charter schools, oversees charter school performance, and decides on interventions with charter schools.

You can find more information at: www.charterschools.govt.nz/about-us/

About the role | Tēnei tūranga

The Governance Advisor supports the Agency to fulfil its core role being the secretariat to the Authorisation Board, providing quality advice which enables them to approve sponsors, oversee the performance of charter schools and decide on interventions. You will support the effective and efficient operation of the organisation through delivering high quality governance practices.

You will coordinate information, provide quality assurance and support processes that will enable the Authorisation Board to deliver their statutory duties. You will help ensure effective flows and management of information (internally and externally) to support the Agency's relationship with the Authorisation Board and Ministers, and to fulfil Parliamentary and Ministerial obligations such as responding to enquiries, OIAs and parliamentary questions.

Working alongside the Board Secretariat and Ministerial Lead, you will develop your experience of working with statutory Boards and senior leaders to enable your continued development.

Accountabilities | Ngā haepapa

As a Governance Advisor, you will:

- Contribute to an efficient and effective secretariat function to the Authorisation Board, that can include but is not limited to:
 - Meeting administration – scheduling meetings, agendas, collation and distribution of papers, distribution of minutes, following up action points
 - Meeting attendance – capturing key discussion points, decisions and actions
 - Planning and development – assisting with forward work programme development, terms of reference, updating procedures
 - Support – being a point of contact for Authorisation Board matters, support for meetings and quality assurance
- Establish and maintain governance processes and documentation for the Authorisation Board and the Agency
- Support the planning and sequencing of governance activity, helping ensure that information flows are well managed internally and externally
- Contribute to advice on governance frameworks, processes and operations
- Identify and implement improvements to processes, systems and documentation
- Work with others to gather accurate information and develop content to inform responses to parliamentary questions, OIAs and other correspondence

Skills and experience | Ngā pūkenga me te wheako ngaio

To be successful in this role, you will have the following knowledge, skills and experience:

- Knowledge of the machinery of government, and public sector governance and accountability arrangements
- Experience providing secretariat services and advice to committees, boards, or other similar groups
- Managing multiple pieces of work with varied and competing timeframes
- Experience in developing, maintaining and documenting systems and processes
- High level of integrity, professionalism and discretion
- Analytical skills with the ability to make sound and respected decisions
- Ability to effectively manage or escalate issues
- Ability to write to a high standard, appropriate to the audience, including proof reading with a high level of accuracy
- Highly organised with the ability to manage multiple pieces of work, prioritise and cope with the pressure of meeting fixed timeframes
- Build and maintain relationships across an organisation, using appropriate style and method to communicate with others
- Ability to design and implement pragmatic process design and improvement

Working in the Public Service | Mahi i roto i te Ratonga Tūmatanui

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.

You can find out more about what this means at: www.publicservice.govt.nz/role-and-purpose

Approvals | Ngā whakaaetanga

Date reviewed and approved	20 March 2026
Approved by	Sean Teddy, Chief Executive HR Advisory Team