

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor

Business Group	Te Pou Taunaki Learning Support
Location	Wellington
Salary band	A9

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

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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission.](#)

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

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 ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Principal Advisor in the Business Management team contributes thought leadership and expertise to strategies, work programmes and complex system issues to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies.

You will provide leadership on strategic and operational matters and provide support, advice and thought leadership to the Director Business Management and Te Pou Taunaki | Learning Support on strategic priorities.

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As the Principal Advisor, you will work across Te Pou Taunaki and develop networks at all levels of the organisation to support successful delivery in your role.

Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education 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.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Pou Taunaki | Learning Support.

As the Principal Advisor, you will:

- Provide high-quality strategic advice to the Director Business Management and Te Pou Taunaki Leadership Team, on business planning and investments, emerging internal issues and opportunities, future focused planning and investment strategies and approaches.
- Review reports to be provided by Te Pou Taunaki | Learning Support and support the group as required ensuring information and advice provided is valid, accurate and consistent and identify and monitor any issues raised.
- Use a broad range of data and information to plan and implement services and projects across the group.
- Maintain consistent support and visibility across change, analysing for trends, emerging risks and issues, opportunities and solutions.
- Leverage business knowledge to develop processes and support delivery of high-quality services.
- Support Te Pou Taunaki to address agreed priorities.
- Utilise data and insights to support actions for business planning, strategy and investment decisions.
- Connect with key people across the Ministry to develop solutions that address critical issues and influence continuous improvement.

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- Provide critical advice and guidance in response to performance areas.
- Report and monitor progress against relevant plans.
- Lead, contribute and co-ordinate working groups in order to effectively progress solutions to complex issues.
- Enhance working relationships within Te Pou Taunaki and across the wider Ministry.
- Develop, strengthen and maintain relationships across working groups and external partners to ensure effective collaboration.
- Track, anticipate and respond to emerging risks and issues.
- Show in-depth understanding of the significance of identity, language and culture.
- Use a broad range of data and information to identify and respond to risks and issues, report change impact, business performance, risks and major trends, and success indicators.
- Evaluate and share effective strategies across the group.
- Develop and implement the use of tools to track progress, review activities and evaluate effectiveness.
- Model new ways of working and provide advice and guidance.
- Champion best practice to bring about continuous improvement.
- Provide quality assurance work that ensures the groups achieve optimal productivity and identify opportunities to build capability.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Sound knowledge and understanding of the New Zealand education system, in particular learning support, and relevant legislation.
- Experience in a complex organisation.
- Excellent communication skills with an ability to write quickly and clearly for a range of audiences.
- Knowledge of planning, data analysis and data management and reporting.
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Sound understanding of Machinery of Government, public sector delivery structures and systems.
- An understanding of Te Tiriti o Waitangi and the role of the crown to give effect to Tiriti, or experience giving effect to Te Tiriti o Waitangi in a Crown role, or experience working with the Crown, on the Crown role to give effect to Te Tiriti o Waitangi, from an Iwi, NGO or other perspective
- Understanding of the relationship between policy intent and the range and combination of tools available for implementation
- Strategic and creative thinking – with a focus on identifying and supporting sustainable change
- Experience in ensuring the development and delivery of inclusive and equitable practice

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- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven 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 ambiguity in a complex environment.
- Excellent interpersonal and communication skills and a proven ability to build and maintain trusted relationships with a range of stakeholders.
- A commitment to ongoing personal and professional development.
- Ability to work at pace and to deliver quality work on time

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | 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 how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.



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Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	March 2026
Approved By	HR Advisory Team