



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.

Principal Advisor to the Chief Executive

Location	Wellington
Salary band	A9
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 Principal Advisor to the Chief Executive is a key role, linking the operations of the Agency, providing strategic advice and high-level support to the Chief Executive in driving the performance of the Agency. You will contribute advice and support across a range of issues as required.

You will operate with a high degree of agility and autonomy, using your sound judgement, understanding of complexity, and management of risk and issues. You will work across the Agency, the Ministry of Education, Minister's office and other statutory bodies, building and maintaining strong relationships at all levels.

You will be responsible for providing advice and information to the Chief Executive on key issues, overseeing information flows, assisting in risk and issues management, commissioning and contributing to key activities. You will do this by stripping back complexity and bureaucracy and communicating clearly and simply.

Accountabilities | Ngā haepapa

As a Principal Advisor to the Chief Executive, you will:

- Provide timely and accurate advice to the Chief Executive on opportunities, issues and risks across our Agency and the education sector
- Act as a key advisor, managing day-to-day issues, including concerns raised by the sector, iwi, Ministers, the public or the media
- Develop a strategic view and knowledge of activities across the Agency, with a focus on the timely delivery of the Agency's work programme
- Maintain awareness of current events, political context, and relevant organisational context, and apply that knowledge to improve our work
- Commission and contribute to Chief Executive communications, including presentations, media pieces and responses to enquiries or complaints
- Attend relevant internal and external meetings with the Chief Executive (or on their behalf), manage, commission and deliver required follow up actions
- Influence without authority, using a collaborative and collegial approach
- Represent the interests of the Agency in a professional manner
- Make decisions in accordance with the Agency's policies and delegations framework

Skills and experience | Ngā pūkenga me te wheako ngaio

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

- Sound knowledge of the machinery of government and role of the Agency
- Proven experience in:
 - issues management
 - building relationships and partnerships to achieve shared outcomes
 - producing high quality written communications which are clear and concise
- Strong interpersonal and communication skills, including confidence to communicate with others at all levels of the organisation, keeping people up to date and fully informed
- Enjoyment of learning and a commitment to ongoing personal and professional development
- Proactive and results-focused approach with a strong service delivery ethic
- Ability to work through pressure and respond flexibly to changing circumstances and requirements as they arise
- Ability and/or confidence to influence without authority, using a collaborative and collegial approach
- Well-developed critical thinking and sound judgement
- Capacity to research and respond quickly to emerging or emergency issues

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 āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whitake 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 haporī, 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

charterschools.govt.nz <https://www.education.govt.nz/>

Approvals | Ngā whakaaetanga

Date reviewed and approved	12 March 2026
Approved by	Sean Teddy, Chief Executive