

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Advisor, Practice and Delivery Centre

Business Group	Te Poutāhū   Curriculum Centre
Location	Wellington
Salary band	A7

### 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 Senior Adviser, Practice and Delivery Centre plays a key role in supporting the Curriculum Advisory Service (CAS) to deliver high-quality, practice-focused support to schools and kura.

The role focuses on supporting the implementation of curriculum and assessment, strengthening teaching and leadership practice, and ensuring curriculum initiatives are translated into effective, usable guidance and support for Ministry frontline staff.

Senior Advisers will work closely with colleagues across Te Poutāhū, and regional delivery teams to support self-directed, guided, and supported approaches to curriculum implementation and capability building.

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### 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.

#### As the Senior Advisor, Practice and Delivery Centre you will:

##### Advice and Support:

- Work collaboratively with internal stakeholders to provide timely, practical and high-quality practice and delivery advice, and support the early learning and schooling pathway.
- Support the rollout of curriculum and assessment initiatives by contributing to implementation planning, and practice and delivery guidance, tools and resources.
- Draw on research, sector feedback, evaluation findings and implementation insights to strengthen delivery approaches.
- Contribute to the development of products and services that support curriculum implementation, from concept through to delivery.
- Provide analysis and advice to managers and teams across the Ministry to support integration and alignment of curriculum initiatives.

##### Design and Implement:

- Take a significant role in supporting the delivery of curriculum-related programmes and initiatives.
- Apply evidence-informed practice and delivery approaches that support national consistency and enable regional responsiveness to need.
- Coordinate information-gathering and feedback processes to inform guidance and supports and professional capability opportunities.
- Manage own work effectively, meeting timeframes and supporting others to contribute to shared delivery goals.
- Anticipate and respond to emerging delivery issues, advising on priorities and where effort will have the greatest impact.

##### Monitor and Report:

- Use evidence and data to support monitoring of delivery progress, outcomes and quality.

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- Contribute to evaluation and reporting that informs continuous improvement of CAS supports and services.
- Provide assurance on the quality and consistency of delivery and reporting against agreed outcomes.
- Ensure insights from data, sector engagement and evaluation are shared and used to refine practice and support ongoing improvement.

### Build relationships and collaboration:

- Build trusted, productive relationships colleagues with internal colleagues.
- Engage respectfully to ensure curriculum supports are culturally responsive and inclusive.
- Contribute through channels and to working groups and to support effective delivery and shared learning.
- Maintain effective relationships with any contracted providers as required.
- Support the team to deliver a high-quality, responsive service to the sector, the Ministry and Government.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Knowledge of the Education Sector.
- Understanding of the New Zealand Curriculum, Te Mātauranga o Aotearoa and Te Whāriki including approaches to curriculum design and delivery.
- Ability to convey abstract and/or complex ideas in clear, practical and concrete terms, tailored for the audience.
- Ability to identify risks and effective mitigation.
- Excellent written and oral communication skills.
- Ability to influence and persuade others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.
- Ability to work flexibly across the work area and an ever-changing environment.
- Knowledge and expertise within the field of Te Ao Māori is an advantage.

## 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.

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- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Ability to work flexibly across the work area.
- Resilience to deal with pressure in a mature way.

## Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry’s Māori Crown Relations capability framework. 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, confident, 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.

## Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	February 2026
Approved By	HR Advisory Team