

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Chief Advisor Strategic Programmes

Business Group	Te Mahau Education Services
Location	Wellington
Salary band	B5
Reports to	General Manager, Business Management

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 Chief Advisor, Strategic Programmes is a fixed term position for 12 months. Working with Ministry staff, school communities and other agencies, the Chief Advisor's role is to gain an understanding of the current educational environment and the aspirations of community schools of special character where concerns have been raised about the quality of the curriculum, the teaching capability and/or the wellbeing of the students within the community.

They will develop a strategic plan to assess and address the issues that have been raised, up to and including at ministerial level, and work with all stakeholders across government agencies to assess and support the provision of quality education to all ākonga in the community school environment, with a respect for the nature of the

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schools.

They will draw on their experience working with sector partners in an operational environment to review, recommend improvements, and to provide advice that is practical and easy to understand and operationalise. The Chief Advisor, Strategic Programmes 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, particularly in response to serious concerns raised in community schools of special character.

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 Chief Advisor Strategic Programmes, this role is accountable for:

- Working collaboratively with key stakeholders to provide timely, accurate, quality implementation advice and support, ensuring compliance with statutory and regulatory requirements and obligations.
- Developing, articulating and leading the provision of advice and guidance to Ministry staff and the education sector on operational policy related to specific issues raised.
- Completing or delegating assigned actions, coordinating information and providing timely analysis and support to help educational services return to normal for impacted whānau and communities.
- Identifying critical issues, important trends, key challenges and opportunities and recommended responses, including an implementation plan to address all the issues raised from external agencies.
- Contributing to writing of communications for Ministerial Submissions, Briefing Notes, Bulletins, OIA requests and Parliamentary Questions related to incident management and emergency response
- Building trust when working with key stakeholders to support decision making and sustain improvement and change.
- Leading and contributing to response groups and working groups and meetings as required to effectively progress solutions to complex issues, representing the Ministry's position.

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- Delivering high quality work and decision making and being able to adapt in fast changing circumstances.
- Building capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Developing and maintaining key relationships within the Ministry, across the education sector, and with relevant government agencies, including Oranga Tamariki and Ministry for Social Development to maintain an appropriate level of capability and communication.

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 skills, knowledge and experience:

- A relevant tertiary qualification or an equivalent body of knowledge and experience (10+ years) in complex educational settings, or a related field, and the ability to apply that experience to the education sector.
- Experience in persuading, influencing, building and maintaining effective collaborative relationships with diverse stakeholders, including within the education sector and across government agencies.
- An ability to deliver high quality work output under pressure.
- 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 written and verbal communication skills, including report writing and presenting to senior leaders.
- Confidence and effectiveness in a variety of formal presentation settings: one-on-one, small and large groups, with peers and senior/executive leadership

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



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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	May 2026
Approved By	HR Advisory