



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 Operational Policy Advisor

Location	Wellington, New Zealand
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 Operational Policy Advisor is solutions focussed, providing pragmatic advice to make Charter Schools a successful education option. You will work across our focussed and agile team as we to support the establishment of new charter schools and provide seamless conversions of state and state integrated schools into charter schools.

The role is responsible for maintaining the charter school operational policy system, with a focus on continual improvement as new opportunities and challenges emerge. You will interpret enabling legislation into practical operational actions. You will be responsible for managing the full lifecycle of operational policy, from initial implementation through regular review, refinement, and continuous improvement. You will give advice to the Authorisation Board on how to give effect to their decision-making role, maintain and refine business processes, and advise sponsors.

The Principal Advisor will work closely with the Ministry of Education and others across the sector.

Accountabilities | Ngā haepapa

As a Principal Operational Policy Advisor you will:

- Bring curiosity, creativity and a solutions focus.
- Thrive on collaborative problem solving.
- Build constructive, collaborative relationships within the Charter School Agency and with the Authorisation Board, with potential sponsors and thought leaders, and education sector agencies.
- Interpret legislation and provide policy advice on implementing and operating the charter school model
- Develop pragmatic operational policy and processes to enable Charter Schol Agency, functions and charter schools to deliver education, in line with the principles of flexibility and high accountability for results. You will and draw from on “on the ground” experience and international best practice.
- Get the hygiene right, by documenting critical operational knowledge, decisions and precedents.
- Respond to ongoing queries from the sector to maintain a consistent and transparent operational system.
- Provide on-going advice to identify and mitigate risk and resolve any identified issues.

Skills and experience | Ngā pūkenga me te wheako ngaio

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

- Significant experience in understanding legislation and policy and translating to an operational environment is essential.
- Experience of working with or understanding technical financial arrangements, e.g. funding policy.
- Experience developing, leading and delivering projects, including managing multiple stakeholders, communicating progress, reporting accurately, identifying and mitigating risk and meeting deadlines.
- Knowledge and experience in the Machinery of Government and/or public sector
- Able to work across a team to understand how pieces of work are interdependent, and to ensure that projects are sequenced appropriately and are on track.
- Ability to influence without authority
- Excellent written communication skills.
- Excellent time management and organisational skills.
- Utmost integrity in all interactions and treating all information you are party to in your role as confidential.
- Demonstrate initiative and a high degree of professional independence and self-discipline.

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 āianei, 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	24/04/2026
Approved by	Sean Teddy