



Job Description

Senior Advisor, Performance | Te Pou Rangatōpū | Corporate

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Delegations	None
Direct reports	None
Reports to	Manager, Performance and Risk
Salary band	A8

What we do

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

Te Pou Rangatōpū | Corporate

The Corporate Group is responsible for a range of support functions that enable other Ministry areas to focus on the delivery of excellent and equitable outcomes for users of the education system. The functions within the group are focused on providing responsive services and solutions that enhance Ministry staff experience and maintain and grow public trust and confidence in the Ministry to deliver.

Key support functions within this group include, but are not limited to:

- Financial management and strategy to ensure financial health, sustainability and allocation for optimal investment as well as financial policies, controls and transactions.
- Legal management and compliance including managing and mitigating risks to protect Ministry interests, ensuring compliance and with legal, regulatory and ethical standards and management of privacy requirements and requests.

- Human Resources management to attract and retain staff ensuring the Ministry has the right people, skills and culture to deliver its priorities.
- Strategy and performance setting and management, including business strategy and workplans, performance and outcome work to support achievement of outcomes that create tangible and evidenced value, and organisational health metrics and reporting.
- Procurement and supplier performance retaining the core procurement services with integrating property, travel and asset management services, leveraging expertise across all areas of the Ministry for consistency and efficiency.
- Communications and engagement function to deliver Ministry internal and external communications, support Government and Minister engagement and responses and set and manage the Ministry brand and identify.
- Property, fleet and sustainability management to ensure sustainable service delivery and support.

Role Purpose

Performance and Risk is a small, high performing team leading best practice in performance reporting and enterprise risk management. The Performance Team's role is to support organisational performance improvement through clear and transparent monitoring and reporting against the planning and performance framework for Te Tāhuhu | the Ministry.

The role of the Senior Advisor Performance is to work with key stakeholders throughout the organisation to enable effective organisational performance management and reporting. This includes leading the collation and preparation of quarterly performance accountability reporting, supporting the annual reporting processes and working with others to support the development and review of key organisational performance frameworks and measures.

Role Accountabilities

As a Specialist, 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 a Senior Advisor this role is accountable for:

- Leading the development and production of the Ministry's key quarterly performance accountability documents and reporting.
- Supporting the Principal Advisor Performance in the development and production of the Annual Report and other performance accountability related reporting.
- Building and maintaining relationships with key stakeholders (including external stakeholders) and users of performance information and collate information, prepare reports and undertake analysis on organisational performance as required.
- Supporting strategy and planning development processes and the preparation and review of fit for purpose performance measures to inform and monitor organisational performance and ensure accurate data dictionaries are in up to date and maintained.
- Working with others across the team and Ministry to develop and implement monitoring and reporting approaches that keep the Ministry's key governance bodies informed of progress in implementing agreed strategies and of their effectiveness in achieving the required objectives.
- Ensuring communications are timely, easily understood and meet the needs of the audience.
- Helping create a supportive and positive environment, helping others develop and achieve and acting in the interests of the team.
- Supporting the Manager Performance and Risk in their leadership of the team by identifying opportunities to share leadership challenges and becoming a trusted source of advice and support for team members.
- Making decisions in accordance with the Ministry's policies and delegations framework.

Knowledge, Skills and Professional Experience

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

- Recognised experience in performance and/or strategy reporting within the public sector.
- Demonstrated experience in building and maintaining working relationships and partnerships to achieve shared outcomes and enhance performance.
- Strong project management skills.
- 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.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Understanding of the machinery of government and overall government planning, reporting and accountability processes.
- Strong writing skills and experience in preparing reports and proposals for a wide range of audiences.
- Demonstrated analytical and problem-solving ability, particularly when dealing with complex issues.

- Relevant tertiary qualification or equivalent level of practical experience required.

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organization and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Working in the Public Service

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 Te Tiriti o 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; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

Leadership Success Profile - 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.

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations.

Approvals

Date Reviewed and Approved	7 April 2026
Approved By	HR Advisory