



Ngā Kōrero e pā ana ki te Tūranga Job Description

Chief Adviser, Emergency Preparedness and Response

Business Group	Te Mahau – Education Services
Location	Wellington
Salary band	B6

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 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 ū 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 Adviser roles focus is advising on all aspects of sector emergency and incident planning, preparedness and response. The role provides strategic advice and specialist support to frontline teams, and the wider education sector, in particular schools, kura, and early learning organisations, and leads operational coordination of sector responses to incidents and emergencies.

The Chief Adviser, Emergency Preparedness and Response will drive ongoing improvements of the Ministry's incident response and emergency management systems, structures and processes to ensure education sector guidance is clear, timely and effective. This includes developing policies, guidance(s), setting up systems and processes and embedding them by educating the education sector partners.



Ngā Kōrero e pā ana ki te Tūranga **Job Description**

The Chief Advisor also partners with sector to review national processes for operational readiness and managing incidents, emergencies and safety events, identifying opportunities to strengthen system performance and sector readiness.

Ngā Haepapa | Accountabilities

As a specialist Chief Adviser within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share expert knowledge across the organisation and the system, working with others to inform system-level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the Chief Adviser, Emergency Management, you will:

- Work with sector partners in an operational readiness and emergency response environment to review of our national response processes to incidents, emergency events and safety, recommend improvements, and to ensure our advice is practical and easy to understand and follow.
- Be responsible for developing, educating and leading scenario planning and preparedness exercises to ensure sector readiness for potential situations and circumstances.
- Develop and share specialist incident and emergency management readiness and response knowledge across the organisation and with sector stakeholders, working with others to inform operational level decision making.
- Lead any response to incidents and emergency activations. This may include responding outside of normal working hours where necessary.
- Work in a collaborative way with key stakeholders to provide timely, accurate, quality implementation advice and support, ensuring compliance with statutory and regulatory requirements and obligations.
- Develop, articulate and lead the provision of advice and guidance to Ministry staff and the education sector on operational emergency management and incident response, including the development and implementation of a training plan for all key Ministry staff.
- Assist the designated recovery lead, as required, by completing or delegating assigned actions, coordinating information and providing timely analysis and logistical support to help services return to normal



Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Identify critical issues, important trends, key challenges and opportunities and recommended responses including a preparedness plan.
- Contribute to writing of communications for Ministerials Submissions, Briefing Notes, Bulletins, Official Information Act (OIA) requests and Parliamentary Questions related to incident management and emergency response
- Build trust when working with key stakeholders to support decision making and sustain improvement and change.
- Lead and contribute to response groups and working groups and meetings as required to effectively progress solutions to complex issues, representing the Ministry's position.
- Use information from implementation and operational experience to make sure that planning and decisions are based on current good practice. Provide advice that is evidence based and future focused.
- Deliver high quality work and decision making and be able to adapt in fast changing circumstances.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Ensure a continuous improvement approach to incident management and emergency response across processes, systems and capability to maintain operational efficiency, mitigate risks and deliver against educational needs.
- Develop and maintain key relationships within the Ministry, across the education sector, and with relevant government agencies, including National Emergency Management Agency (NEMA) to maintain an appropriate level of capability and communication.

You will make decisions in accordance with the Ministry's policies and delegations' framework.

Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- A relevant tertiary qualification or an equivalent body of knowledge and experience related to emergency management and/or incident response, or a related field
- Level three Coordinated Incident Management System (CIMS) certificate

Wheako | Experience

- Minimum of ten years of incident and/or emergency management experience
- Significant experience working in an operational readiness or emergency response environment,
- Experience in persuading, influencing, building and maintaining effective collaborative relationships.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Demonstrated ability to build and maintain strategic relationships with diverse stakeholders, including within the education sector and across government agencies.
- 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.
- Displays confidence and is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers and management
- An ability to deliver high quality work output under pressure.



Ngā Kōrero e pā ana ki te Tūranga Job Description

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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, consolidation, 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	Confident
Pou Kipa Achieving equitable education outcomes for Māori	Confident
Pou Aroā Critical consciousness of racial equity for Māori	Confident

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	Senior HR Advisor