

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Principal Advisor, Implementation

Business Group	Te Pou Ohumahi Mātauranga   Education Workforce
Location	Wellington
Salary band	A9

## 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 Principal Advisor Implementation (TPOM) provides strategic oversight and thought leadership across a team delivering small-to-medium projects. The role focuses on evaluation, continuous improvement, governance, and high-quality advice to support decision-making and ensure alignment with TPOM's strategic goals and workforce priorities.

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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 the development of advice across a range of topics to senior decision makers and stakeholders
- 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 Principal Advisor, Implementation you will:

- Be an effective team member and support the manager to build a working environment that encourages high performance, engagement, collaboration across Ministry teams, knowledge sharing, ongoing learning, creativity and innovation.
- Working closely with Te Pou Ohumahi Mātauranga policy and employment relations teams, and other teams in the Ministry, you will lead the development of best practice in the implementation and evaluation of new initiatives that affect the education workforce and respond to government priorities.
- Lead and/or contribute to strategic planning in the Delivery team and across Te Pou Ohumahi Mātauranga.
- Undertake detailed planning to inform the design and development of change and implementation initiatives, products and services. Provide well thought through advice and guidance on all possible issues, risks and opportunities.
- Provide leadership to help others track, anticipate and respond to emerging issues.
- Draft high-quality advice papers, briefings, and decision-support documents on a range of projects and issues as required.
- Synthesise data, stakeholder input, and delivery insights into clear, actionable recommendations.
- Support governance forums with strategic input and delivery assurance.
- Identify opportunities to improve delivery processes, tools, and practices.
- Lead post-implementation reviews and lessons learned processes.
- Use a range of evidence and data to support robust monitoring and evaluation as required

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

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### 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.
- Deep understanding of public sector delivery and the machinery of government.
- Strong background in project/programme management.
- Experience in benefits realisation, evaluation, and post-implementation review.
- Proven ability to write high-quality strategic advice and governance papers.

### 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.
- Experience producing high quality written and oral advice for senior leaders and decision makers
- Ability to navigate complex political contexts.
- 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 see the big picture and understand how individual projects contribute to broader organisational goals.
- Skilled in navigating diverse perspectives and aligning stakeholders around shared goals.
- Ability to communicate complex ideas clearly and persuasively in writing and in person.
- Able to remain effective and positive in the face of ambiguity, shifting priorities, or setbacks.

### 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, 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

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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	March 2026
Approved By	HR Advisory Team