

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor – Operational Practice & Funding

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| Business Group | School Property |
| Location | Wellington |
| Salary band | A8 |

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 Operational Practice & Funding team is within the Investment and Portfolio Management Office and is the conduit between National Office and frontline regional property teams to support the successful management of the operational practice framework and funding entitlements for schools.

The Senior Advisor - Operational Practice & Funding supports the development of operational tools, resources, training and manages funding entitlements for schools to support successful delivery on Te Rautaki Rawa Kura – Property Strategy 2030.

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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 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 Senior Advisor – Operational Practice & Funding, you will:

- Apply good knowledge and understanding of frontline School Property practices to influence the identification of issues, development of policies, strategies, and practices to support successful implementation and ongoing practice improvement.
- Lead the roll out of changes to policies, strategies, practices and training including critically assessing proposals and identifying the best way to achieve the desired outcomes.
- Lead activities to evaluate the effects of practice improvement initiatives to determine if they are achieving the intended outcomes and work closely with others across School Property and other Ministry groups to improve effectiveness/resolve issues as necessary.
- Provide the 'frontline' perspective and input into key projects within School Property and the wider Ministry, championing and supporting integration and alignment.
- Provide advice and support for School Property staff (esp. in regions) in response to queries about operational policy and practice.
- Lead the provision of analysis and reporting on business information, noting trends recommending actions or strategies to address problem areas or take advantage of opportunities.
- Gather, collate, and report on service delivery performance data to meet national reporting requirements, and produce high quality easy to understand reporting that enables better regional decision making and performance.
- Analyse performance information to provide commentary to performance reporting and identify performance issues or trends.
- Ensure the accuracy of performance data reported by thorough scrutiny and attention to detail and assist others to resolve problems with performance reporting.
- Deliver funding calculations for both State and State Integrated Schools including, but not limited to: 5 Year Agreement (5YA) funding programme (\$300M annually), Property Maintenance Grant (PMG) funding programme for all schools (\$100M annually), Policy 1 and 2, and Furniture and Equipment funding (\$65m annually) as required.
- Process funding submissions for projects, includes ensuring submissions for project funding are consistent with policies, approved at the appropriate delegation level and contain sufficient information for informed decisions to be made against appropriate priorities.
- Work with the Finance and Business Systems teams on affordability and the allocation of funding.
- Contribute to the modelling of new Government property funding initiatives and baseline programmes such as 5 Year Agreement and Property Maintenance Grant.

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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 experience:

- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience and proven expertise in a Senior Advisor role responsible for the development and implementation of service- focused practice guidance, preferably in a large and/or complex operational delivery context.
- Good understanding of service design principles, proven expertise in the development of practice standards and guidance, and evaluation methods.
- Experience leading the roll out of changes to policies, strategies, and practices.
- Excellent interpersonal and communication skills and able to manage and prioritise multiple tasks effectively for a team where workloads can escalate quickly.
- Excellent, oral and written communications, including the ability to present complex issues clearly and concisely.

The following experience is desired:

- A track record of success and results in project planning and project management.
- Sound knowledge of the Government's direction, policy priorities, and budgeting processes.
- Experience or an understanding of construction projects or asset management.
- Experience or an understanding of Project Management practices and principles.
- Experience in procurement and management of external services to the Ministry.
- Experience in effective risk management strategies and processes.
- Experience in programme development, delivery/oversight, and growing people capability.

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.
- 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.
- Strategic and critical thinking skills and analytical capability. The ability to make sound decisions within short timeframes and effectively 'think on your feet.'
- A dedication to meeting the expectations and requirements of internal and external customers, getting first-hand customer information and using it for improvements in products and services and acting with the customer in mind.
- An ability to look beyond the obvious and see opportunities for synergy and integration where others can't and use rigorous logic and methods to solve difficult problems with effective solutions.

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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.

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| 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 |

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

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| Date Reviewed and Approved | June 2025 |
| Approved By | HR Advisory team |