

# Job Description



## Senior HR Advisor | Te Pou Rangatōpū | Corporate

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Delegations	None
Direct reports	None
Reports to	Team Manager, Advisory Services
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.

## Role Purpose

The Senior HR Advisor provides HR and people management advice and solutions to senior leaders and managers to address current and future business and workforce challenges.

This role brings senior HR/ER experience to complex operational human resources issues, initiatives and projects which impact on business performance, productivity, capability, and change.

## 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 exhaustive 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 Accountabilities

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

- Providing professional, expert HR advice, services and supporting the Ministry's People Strategy, particularly in situations where there is greater complexity, ambiguity, or risk. HR disciplines required will include: attraction, selection, and retention, engagement, diversity and inclusion, change management, workforce planning, policy compliance, performance management, remuneration, capability development and talent management and succession planning.
- Building and maintaining effective relationships with managers and employee representatives in order to deliver trusted and credible services to customers. Knowing the business in order to align advice and initiatives with business needs and priorities.
- Working closely with other People Capability professionals, particularly Advisors, Assistant Advisors and the Specialist Capability team to ensure a cohesive and joined-up approach across client groups.
- Providing sound and sometimes complex employee relations advice to managers and assisting them to resolve issues more proactively and effectively.
- Leading, developing and implementing HR policies, projects, initiatives, and reviews as required to support the Ministry to become a high performing organisation.
- Leading small to medium change advice and implementation and contributing to complex, large-scale changes.
- Coaching and mentoring Assistant HR Advisors and Advisors, to build HR capability, knowledge, and experience within the wider team.
- Collecting regular feedback and evaluation from customers to improve People Capability service delivery.

## Knowledge, Skills and Professional Experience

- Experience in a complex organisation
- Experience at an HR Advisor level with demonstrated Senior Advisor level experience
- Experience in building relationships and partnerships to achieve shared outcomes.
- 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.
- Understanding of the machinery of government and demonstrated ability and experience working effectively within a political environment
- Able to apply sound professional practice, knowledge, strategies, and tactics to a range of more complex business needs in the areas of:
  - Employment Relationship matters
  - Workforce capability development
  - Performance management
  - Change management
  - Sourcing, selection, and retention
  - HR policy development
  - Talent management and succession planning

## 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	25 March 2026
Approved By	HR Advisory Team



**Te Tāhuhu o  
te Mātauranga**  
Ministry of Education



**Te Kāwanatanga  
o Aotearoa**  
New Zealand Government