



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

### Advisor, Business Performance

Business Group	Business Performance, Business Management
Location	National Office, Wellington
Salary band	A6

### 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 Advisor Business Performance plays a key support role for the business performance function. This function helps leaders make better decisions by turning data, insights, and operational trends into clear actions that improve efficiency, effectiveness and improves delivery of strategic outcomes. The role focuses on supporting the business to deliver their key accountability requirements, analysing business performance, identifying opportunities for improvement, advising on best-practice processes, and supporting the delivery of initiatives that

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

strengthen organisational performance. They work within the team to act as a trusted partner to stakeholders, ensuring decisions are informed, risks are understood, and performance targets are met

### Ngā Haepapa | Accountabilities

As an Advisor this role is accountable for:

- Contributing to a high-performing, collaborative team environment that encourages problem solving, continuous improvement, and a positive workplace culture.
- Delivering high-quality work within agreed timeframes while anticipating risks and addressing potential issues early.
- Using data, evidence, and insights to guide recommendations and support operational performance improvements.
- Designing or contributing to innovative, fit-for-purpose frameworks and solutions that address current and emerging business challenges.
- Sharing specialist accountability knowledge with teams and stakeholders to inform sound operational decisions and build organisational understanding.
- You will make decisions in accordance with the Ministry’s policies and delegations framework.

### Ngā Āheinga | Capabilities

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

- An understanding of the machinery of government, including public sector delivery structures, processes, and systems.
- A proven ability to build strong relationships and partnerships that support shared outcomes and collaborative ways of working.
- Deliver results by taking ownership, being proactive and pragmatic.
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.
- Experience of providing high quality and timely advice, written and verbal.
- Experience working co-operatively and flexibly with others to solve problems or complete tasks.
- Experience applying established methodologies effectively to deliver high-quality advice, analysis, or solutions.
- Experience responding to emerging or shifting priorities, balancing operational demands with strategic considerations.

### Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry’s Māori Crown Relations capability framework. 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



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

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

Date Reviewed and Approved	May 2026
Approved By	HR Advisory Team