



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Advisor, Funding and Data, Export Education Levy (EEL)

Business Group	Te Pou Kaupapahere
Location	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, Funding and Data EEL supports the International Policy Team of Te Pou Kaupapahere by managing, quality assuring and advising on data collected from provider submissions. This includes monitoring the performance of Unfunded International Provider (UIP) training establishments, and providing administrative support for the Export Education Levy (EEL).

The Advisor also provides project coordination support to the implementation and operation of the EEL Tertiary Investment Initiative. The Advisor will develop and maintain processes, systems and tools to collate and manage project information with a focus on the identification and tracking of deliverables. Key to success will be building strong relationships and timely communication.

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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.
- Contribute to 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 Advisor, Funding and Data EEL you will:

##### **EEL data management**

- Collect, process and quality assure data
- Assess provider submissions and identify data quality issues to improve submission data quality
- Stewardship of data and data management process for the UIP system
- Respond to data queries from both internal and external stakeholders
- Calculate EEL for both UIP and SDR and communicate with finance for invoicing
- Create data reports
- Monitor UIP and EEL mailbox

##### **Business process improvement**

- Plan the end-to-end- EEL process
- Identify and leverage opportunities for business process improvement
- Design, develop and implement new business processes and other strategies that improve data efficiency and quality, and lift sector data management and process maturity
- Improve processes to ensure that EEL reporting and payments are managed effectively and appropriate checks are in place

##### **Performance monitoring**

- Monitor UIP and SDR systems business and financial performance
- Detect and manage anomalous provider behaviour, identify and manage any actual or potential risks; escalating as appropriate

##### **Collation and maintenance of information**

- Work with the project team to collate information on progress, planning and project level risks.
- Communicate information requirements to stakeholders ensuring they have enough lead in time and an understanding of what the information will be used for.
- Follow up gaps or issues with information provided.

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### Planning, monitoring, tracking and reporting

- Project planning and scheduling
- Implementing appropriate risk, issue, change, dependency, quality, communications and contract controls
- Assisting with the completion of project methodology deliverables and planning documentation
- Preparing the required status and progress reports (including risks and issues)
- Support managers to monitor and track workload, risks and issues related to the group's work programme.

### Stakeholder engagement

- Provide data quality advice and guidance to key internal and external stakeholders on current and emerging issues
- Act as a trusted advisor in support of internal projects and programmes, including new initiatives supporting the Ministry's Purpose and Strategic Objectives.
- Demonstrate operational leadership through knowledgeable, calm, positive and proactive engagement with stakeholders
- Respond to requests for information in a timely manner and present information to agreed standards
- Manage risks, issues and escalations within the team appropriately.

### Other duties

- Undertake other duties and tasks as required

You will 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:

- Strong data management and administration skills, in particular with quality assurance and validation
- Experience in business process improvement
- Strong financial acumen including an understanding of how accounting structures work in practice
- Experience presenting and reporting data
- Experience in a busy, fast-paced and large organisation
- Proven experience working to deadlines across a variety of projects
- Experience or willingness to upskill in project coordination
- Develops effective working relationships and builds credibility with customers at all levels or colleagues
- Knowledge and experience of the Machinery of Government and/or public sector

## Ngā Āheinga | Capabilities

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

- Deliver results by taking ownership, and being proactive and pragmatic
- A relevant tertiary qualification in a quantitative discipline
- Intermediate skills in Excel

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- Ability to assess needs and interpret these into data assurance processes
- Strong oral and written communication skills, including the ability to write guidance/process documents succinctly and concisely
- Proven ability to establish and maintain positive relationships with people at all levels
- Excellent time management skills
- Strong organisational skills.

## 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	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

Date Reviewed and Approved	May 2026
Approved By	HR Advisory Team