

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Principal Advisor, Teaching Standards

Business Group	Te Pou Ohumahi Mātauranga   Office of the Hautū
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, Teaching Standards (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, Teaching Standards you will:

- Provide authoritative advice on professional standards, regulatory settings, and system-wide impacts, exercising senior judgement to support the Ministry's stewardship role.
- Shape and contribute to the strategic direction of the standards-setting function, ensuring alignment with workforce, curriculum, and regulatory policy settings.
- Analyse system-level monitoring information, including Teaching Council regulatory decisions, to identify trends, emerging risks, and opportunities.
- Translate complex data and sector intelligence into clear, actionable insights that support Ministerial and governance decision-making.
- Lead or contribute to cyclical reviews of professional standards, the Code, and ITE requirements, ensuring frameworks remain contemporary and aligned with government priorities.
- Develop high-quality guidance, interpretation materials, and supporting documentation.
- Prepare high-quality papers, analysis, and advice for governance forums and Expert Advisory Groups, including PRA-compliant documentation and decision tracking.
- Lead or support sector engagement, consultation, and messaging on professional standards, including managing sensitive or high-risk communications in partnership with the Principal Advisor Communications & Engagement.
- Build trusted relationships across the sector, including providers, unions, and professional bodies.
- Work collaboratively across Ministry groups to ensure alignment of standards with workforce, curriculum, regulatory, and monitoring functions, and provide expert input to internal monitoring and policy teams.
- Support the design and implementation of new processes, monitoring frameworks, and governance arrangements as functions transition into the Ministry, including contributing to capability uplift across internal teams and providers.
- Identify and manage change impacts to reduce operational and reputational risk.
- Produce high-quality briefings, advice papers, and decision-support documents, and maintain documentation, risk registers, and consultation records as required.

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- Provide analytical and coordination support to enable senior staff to focus on high-risk or high-impact work.
- In addition, during the establishment phase you will work to support the development and implementation of systems, processes and ways of working, ensuring they are scalable and efficient.

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:

- Experience operating in a complex public sector environment, with a strong understanding of the machinery of government.
- Substantial frontline education experience (teacher/principal level preferred) and demonstrated ability to translate this into senior strategic advice in a regulatory, policy or system-level context.
- Demonstrated ability to interpret data, insights, and regulatory information to inform decision-making.
- Experience building and maintaining trusted relationships with sector stakeholders, governance groups, and internal teams.
- Proven ability to produce high-quality briefings, governance papers, and decision-support documents.
- Experience contributing to or leading reviews, evaluations, or standards-based frameworks.
- Experience supporting or delivering change, implementation, or transition activities in a multi-stakeholder environment.
- Experience working collaboratively across organisational boundaries to achieve shared outcomes.

## Ngā Āheinga | Capabilities

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

- Strong strategic thinking, with the ability to see system-wide impacts and provide authoritative advice.
- Highly developed analytical capability, including synthesising complex information into clear, actionable insights.
- Excellent relationship management skills, with the ability to engage confidently with senior leaders, governance groups, and sector stakeholders.
- Strong communication skills, including the ability to draft clear, concise, and influential written advice.
- Ability to exercise sound judgement in areas of ambiguity, risk, and regulatory interpretation.
- Ability to work collaboratively across teams, contributing to a high-performing, inclusive, and solutions-focused team culture.
- Capability to support change and implementation, including identifying risks, impacts, and opportunities for improvement.
- A commitment to continuous learning, professional integrity, and upholding the Ministry's stewardship responsibilities.

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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, 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

### 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