



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor Governance and Programmes

Business Group	Te Pou Ohumahi Mātauranga
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 ākongā 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 ākongā and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākongā and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The purpose of the Senior Advisor Governance and Programmes is part of the Teaching Standards team in Te Pou Ohumahi Mātauranga. The Senior Advisor provides high-quality operational, analytical, governance and coordination support across the standards-setting system, ensuring the Ministry can meet its new statutory responsibilities for developing, maintaining, promulgating and reviewing teacher standards, criteria and the



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code of conduct. They enable effective programme delivery by maintaining the systems, processes, evidence base and relationships that support integrated, system-wide decision-making.

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, providing strategic advice that shapes operational and system-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, including identifying opportunities to streamline processes and improve efficiency.
- 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, making effective use of existing Ministry systems and tools.
- Develop and use data and insights to make evidence-based decisions and provide forward-looking recommendations that influence programme direction.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise, supporting colleagues to use tools and systems effectively.

As the Senior Advisor, Governance and Programmes you will:

- Design, lead and continuously improve the processes and tools/systems required to ensure the principles of good governance and information management are upheld, ensuring they are efficient, user-friendly and well-embedded.
- Provide governance and secretariat support to the cyclical programme, Expert Advisory Group, steering group, reference groups and internal/external governance forums, including preparing agendas, papers, minutes, decision logs and managing conflicts of interest. Ensuring governance bodies are positioned to make high-quality strategic decisions, supported by clear, well-organised information and documentation systems.
- Ensure that robust governance protocols including delegations and decision rights, and administrative processes are developed, accessible, understood and complied with, embedding consistent practice across interconnected workstreams.
- Maintain programme plans, schedules, dependencies, risk and decision registers, reporting and documentation, leading programme integration and ensuring alignment across related workstreams, using appropriate programme management tools to support consistency and visibility.
- Support procurement and contract management processes for expert panels, technical writers and evaluators, ensuring compliance with Ministry commercial processes.
- Contribute to sound financial management by tracking expenditure, managing invoices, supporting budget processes, and ensuring resources are used effectively

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- Identify emerging risks, issues and interdependencies across related standards, regulatory and monitoring workstreams and escalate appropriately.
- 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 providing programme, project or operational support in a complex organisation, ideally within a regulatory, education or public sector environment, including experience leading integration across multiple workstreams.
- Experience preparing high-quality written materials for internal and external audiences, including summaries, briefing notes or consultation outputs, with a track record of influencing senior decision-makers.
- Experience supporting procurement or contract management processes (e.g., coordinating documentation, managing logistics, supporting panel establishment), with the ability to identify risks and advise on mitigation.
- Experience in building relationships and partnerships to achieve shared outcomes, including influencing across organisational boundaries.
- Experience working in ways that reflect Te Tiriti o Waitangi and applying cultural competence in engagement and documentation.

Ngā Āheinga | Capabilities

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

- Strong written communication skills, including the ability to prepare clear, concise and accurate documentation such as briefing notes, summaries, consultation synthesis and draft guidance, tailored for senior governance audiences.
- A level understanding of recognised project and programme management techniques, methodologies and disciplines is also desirable, including the ability to use programme management tools to support planning and oversight.
- Excellent interpersonal and communication skills, with the ability to influence senior leaders and external stakeholders.
- Strong attention to detail and commitment to quality assurance across documentation, data and processes, ensuring consistency and integrity across the programme.
- Proficiency with programme and document management tools (e.g., MS Project, Excel, SharePoint) to support planning, tracking and version control, and the ability to identify practical opportunities to improve efficiency through better use of existing tools. A proven ability to use data and insights to identify trends, risks and opportunities, anticipate emerging issues, to influence and guide organisational and system-level decision making.



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- Ability to work effectively during times of ambiguity and change and be calm and methodical in response to emerging priorities, leading others through uncertainty and establishing clarity of direction.
- Be results orientated and demonstrate good analytical and problem-solving ability, particularly when dealing with complex issues, and be able to integrate a range of disciplines, and/or contributions from a range of stakeholders both within and outside of the Ministry, ensuring alignment and coherence across the programme.

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 Kīpa 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	June 2026
Approved By	HR Advisory Team