

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Advisor, Workforce supply (English Medium)

Business Group	Te Pou Ohumahi Mātauranga   Education Workforce
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 āianei, 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, English Medium Workforce Supply works collaboratively with other team members to provide support and advice to a team that is focused on lifting the number, diversity, and calibre of the education workforce in English medium schools, kura and early learning services.

The Advisor will assist in the development and delivery of projects using workforce data, research, evidence, and stakeholder feedback to tailor existing initiatives or to establish and shape the direction of new initiatives.

The Advisor flexibly responds to the needs of the team at a given point in time. This may include responding to sector or Ministerial queries, maintaining information collections, and gathering new information and/or research to inform current practice and projects.

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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 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 you will:

- Respond to internal and external queries regarding ongoing initiatives or work programmes with high levels of customer service.
- Maintain accurate and up-to-date information collections, systematically file paper records, and retrieve relevant information quickly when required.
- Assist in the development and/or implementation of new or existing policy initiatives.
- Provide advice on and contribute to other projects related to workforce supply.
- Contribute to internal and external communications.
- Collaborate with other teams on shared or cross-over workstreams.
- Prepare Ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, and other relevant documents.

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 in building relationships and partnerships to achieve shared outcomes
- Knowledge of the machinery of government
- Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principals of te Tiriti o Waitangi (the Treaty of Waitangi), and how it applies in the public sector.
- Understanding of the New Zealand education sector.

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## Ngā Āheinga | Capabilities

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

- Excellent research, analytical skills, with the ability to gather, assess and synthesise complex information to develop creative solutions to problems.
- Strong communication skills, including the ability to prepare clear and concise written documents, and effectively communicate with diverse stakeholders.
- An ability to build and maintain key relationships that contribute to the achievement of organisational goals.
- Excellent interpersonal skills.
- A commitment to ongoing personal and professional development.
- Excellent customer service, with the ability to deliver high quality, customer focused services.
- The ability to work unsupervised, delivering time critical work with accuracy and an ability to plan, sequence work, managing priorities and risks.
- Competent in the use and development of relevant electronic and online tools (standard MOE office suite).

## 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	1 April 2025
Approved By	HR Advisory Team