

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Lead Adviser Network

|                |                   |
|----------------|-------------------|
| Business Group | Te Mahau   Takiwā |
| Location       | Regional          |
| 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 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 Lead Adviser Network leads advice on the long-term and medium-term structure and design of the schooling network. This supports regional office operational planning for education provision.

This requires working with Territorial Local Authorities (TLAs), schools and kura, ECE, boards of trustees, and other groups including government agencies, and regional and national Ministry of Education staff, in order to identify changing needs within the schooling network so that the Ministry is able to respond effectively. Communication of that integration to encourage engagement and assist with sequencing of change initiatives across SE&S and the Ministry.

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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 Lead Adviser Network you will:

- Take a proactive approach to school network advice, including using network information to identify trends, risks and information to support Education and Education Infrastructure teams with long-term operational planning and prioritisation of work across regions.
- Lead regional network strategic advice ensuring it aligns with the national priorities for the schooling network over the next 3-5 years.
- Maintain high-level oversight across network aspects of projects, monitoring progress, identify emerging issues and risks, and providing advice to the Regional Director, National Director Education Access, and Education teams on project progress, emerging issues, and difficulties to the National Office Education Network team.
- Use business intelligence and analysis from monitoring systems to make informed decisions about adjusting plans and priorities and provide advice to the National Office Education Network team.
- Identify implementation tasks that require a coordinated approach and work within the Ministry, and between the Ministry and other agencies/stakeholders to ensure proactive integrated planning and solutions.
- Develop strong relationships with appropriate representatives of government agencies, education organisations and TLAs at a regional level, acting as Ministry representative for key relationships with local councils and communities.
- Prepare and draft or contribute to (as required) ministerial correspondence, submissions, cabinet papers, briefing and speech notes, parliamentary questions, and official information requests, and provide quality assurance for drafting undertaken in the Group.
- Assess the skill and knowledge base required within the team, then coach and provide ongoing mentoring to build the professional skills and knowledge base of team members.
- Provide day-to-day and/or short-term project or professional leadership of staff where this is required by work programme demands.
- Lead or contribute to project reviews, capture “lessons learned” from these, research and evaluation, and contribute to the sharing of innovation,

You will make decisions in accordance with the Ministry’s policies and delegations framework.

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### Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- A tertiary qualification with a significant component in education, law, public policy, social sciences, geography or other relevant disciplines is preferred.
- Knowledge and experience of the operation of the school sector and an understanding of factors impacting on student achievement
- Significant relationship building and management experience including liaising with, communicating to, consulting and influencing stakeholders

### Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Project management/planning skills and an understanding of project management methodology.
- Ability to build a good understanding of the wider regional environment and trends, and identify potential opportunities risks and issues before they arise.
- Understanding of education systems in New Zealand, and relevant education legislation.
- Ability to understand policy intent and identify the implications for implementation.
- A high level of intellectual and analytical ability, and capacity to work with an interdisciplinary perspective.
- Understanding of the principles of the Treaty of Waitangi and their implications on network provision within the education sector.
- Good understanding of statistical and demographic analysis.
- Working knowledge of tikanga Māori and self-starting confidence to build relationships with iwi, whānau and hapū.

### 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.

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|                                                              |            |
|--------------------------------------------------------------|------------|
| 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 | June 2023         |
| Approved By                | Senior HR Advisor |