

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Adviser Sector Change

Business Group	Te Mahau takiwā
Location	Regionally Based
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, Sector Change leads and facilitates the planning and implementation of change across the local Integrated Service teams, working with the Sector Change Management & Implementation team in Te Pae Aronui. They provide support across the region to ensure changes to service delivery are well planned and delivered successfully to schools, kura and early childhood education providers. They also drive, in collaboration with their region, a connected approach to an holistic view of change implementation across all stages of the education system.

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Ngā Haepapa | Accountabilities

As a specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Lead or 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.
- Use available data and insights to make evidence-based decisions and recommendations on operational issues.
- Contribute to capability building in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Contribute to growing an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Make decisions in accordance with the Ministry's policies and delegation frameworks.
- Take account of the Ministry's strategies for Māori and Pacific Learners (Ka Hikitia and the Action Plan for Pacific Learners)
- Give expression and practical effect to Te Tiriti o Waitangi (Te Tiriti) within all team activities.

As the Lead Adviser, Sector Change you will:

- Maintain an overview of the direction and implementation of change related project plans/work plans across your region.
- Provide a regional point of contact to inform our central teams of sector and regional readiness for change; and prepare colleagues for implementation of change delivery and supporting the change integration.
- Facilitate and coordinate the change and implementation between regional staff, and the service delivery and design teams across Te Tāhuhu.
- Support and communicate with regional Integrated Services teams to plan for, prioritise and roll out national change programmes, at a local level in a way that is prioritised and supported to provide meaningful outcomes for ākonga across Aotearoa New Zealand.
- Use project management knowledge to make sense of and design, communicate and implement changes.
- Work with colleagues across the Ministry, and in particular in Te Pae Aronui, to support project design and deliverables in line with national priorities.
- Work collaboratively with others to plan, communicate and implement changes across the regional team.
- Lead and contribute to the monitoring and reporting of delivery against workplans and outcomes.

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Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Project Management qualifications would be advantageous.
- A full, clean Driving Licence

Wheako | Experience

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

- Experience of and robust knowledge and understanding of education contexts at a practical level.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience of successful project management
- Proven experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Proven experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience of working in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience of implementation of frameworks across organisations that support capability building.
- Experience using statistical and demographic analysis and qualitative and quantitative data to inform and evaluate design.

Ngā Āheinga | Capabilities

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

- A proven ability to use data and insights to identify trends, risks and opportunities, and to inform decision making.
- A demonstrated ability to manage relationships to achieve desired outcomes.
- An ability to manage and deliver on work priorities (uses sound work management systems and practices to manage their work priorities so that they deliver on work commitments and avoid overcommitting themselves).
- Computer application skills to support project management and communication.
- Sound knowledge of machinery of government and public sector processes.
- A proven ability to use data and insights to identify and discuss trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Demonstrated ability to understand linkages with initiatives within and outside their area of work.
- Understanding of the principles of the Treaty of Waitangi and their implications on the operational policy within the education sector.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

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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	High
Pou Mana Knowledge of Māori content	Confident
Pou Kipa Achieving equitable education outcomes for Māori	Confident
Pou Aroā Critical consciousness of racial equity for Māori	Confident

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	
Approved By	