

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Adviser

Business Group	Te Poutāhū Curriculum Centre
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 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 Office of the Hautū supports the Hautū and the teams within the Te Poutāhū to achieve strategic and operational objectives and to build a great working culture and environment.

As a Senior Adviser you will manage a portfolio responsible for a range of programmes and services that support students across New Zealand to stay engaged and achieve in education.

The Senior Adviser will ensure that the regulations are well understood and that early learning services know what is expected of them to comply with the regulatory framework to ensure New Zealand's youngest group of learners thrive.

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Ngā Haepapa | Accountabilities

As a Senior Advisor 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 Senior Adviser, Office of the Hautū you will:

Advice and Support

- Work in a collaborative way with key stakeholders to provide timely, creative, quality implementation advice and support, as well as practical solutions for the management of complex issues, applying sound risk management and ensuring compliance with statutory/regulatory obligations
- Design and develop systems, methodologies, tools and policy instruments required to translate design into operational practice and work with Implementation Planning to assure their effective use
- Co-ordinate the provision of specialised input into implementation advice including legal advice and legislative interpretation
- Provide analysis and advice to other managers and teams throughout the Ministry who are working on related issues to contribute to integration and coordination
- Maintain documentation to maximise access to consistent and valid information
- Capture knowledge from implementation activities, reporting, meetings, analysis of documents produced, and lessons learned exercises and use this information to support future initiatives
- Contribute to the rollout of new systems and processes to ensure these are transitioned effectively into the field, and the impact of supporting resources and tools is maximised.

Implementation Design and Planning

- Undertake detailed planning for implementation, advising on the development of effective and workable practices and processes to implement new operational policy design initiatives
- Assess and report on the effectiveness of implementation in the context measures set by Operation Policy Design and data from the environmental scanning, sector feedback, data analysis and monitoring
- Establish and co-ordinate information collection, planning and consultation processes which feed into the development of operational policy design
- Work consistently to established timeframes, managing own input and ensuring others' contributions are made to enable work to progress

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- Co-ordinate assigned implementation projects/sub-projects to the agreed scope, schedule, budget and quality standards
- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities and focusing effort where it has the most impact
- Lead portfolios and initiatives and deliver specific projects

Monitoring, Information and Reporting

- Use a range of evidence data to support robust monitoring and evaluation of project progress, assure quality, consistency and performance, justify decisions on investment and ensure effective management of public expenditure
- Contribute to programme evaluation which delivers quality information to underpin design development and implementation planning and governance support decisions
- Provide assurance regarding quality delivery and effective and accurate reporting against targets
- Collect data and information on sector trends, characteristics and capabilities and ensure that this knowledge is regularly refreshed and fed back to the team
- Use information from implementation and operational experience as well as monitoring and evaluation information to make sure that implementation planning and decisions are based on current and comprehensive evidence and to identify and report on risks

Strategic advice and leadership

- Lead collaborative working relationships within ODS, Te Poutāhū, across the Ministry and with key Internal and external stakeholders to create solutions that will ensure quality outcomes are achieved
- Lead the translation of policy advice into strategic operational policy and implementation
- Provide leadership to help others track, anticipate and respond to emerging issues that pose potential risk
- Provide advice proposing which priorities should be progressed to ensure effort is focused on where it has the most impact
- Provide specialised input into policy, design and implementation advice demonstrating a high level of understanding of the evidence base for this work
- Assist project teams to interpret information from a wide range of sources and facilitate a change and inquiry process where required
- Reference research, implementation activities, reporting and analysis of documents to support the design of initiatives
- Prepare high quality expert advice on strategic risks, issues and opportunities at the senior official level
- Support the development of capability and expertise in strategic thinking, analysis, and advice through coaching, mentoring, and the provision of up-to-date frameworks, concepts, knowledge and best practice
- Prepare papers to assist in decision-making and so that approval for priority initiatives is gained

Relationships and Collaboration

- Build trust when working with key stakeholders to support decision making and sustain improvement and change
- Maintain an open, responsive and inquiry-focused relationship with key stakeholders
- Lead, contribute to and coordinate working groups and interagency meetings as required to effectively progress solutions to complex issues
- Take a collaborative approach in idea development and foster a high trust high challenge relationship

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- Support the team to provide high-quality service to the sector, the Ministry and Government
- Understand the significance of identity, language and culture

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:

- Relevant tertiary qualification or equivalent level of practical experience
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience working with complex issues and concepts
- Experience providing high quality advice and time advice, written and verbal

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.
- Delivers results by taking ownership, and being proactive and pragmatic
- Takes continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes

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



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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	30 January 2023
Approved By	SBP