

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Advisor, Office of the CE School Property

Business Group	School Property
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 Senior Advisor works as part of the Office of the CE – School Property to maintain information flows across all parts of School Property, the wider Ministry and Ministers' offices to triage requests, clarify commissioning, coordinate responses and maintain the consistency and quality of ministerial advice, and internal/external communications.

As the Senior Advisor you will be responsible for commissioning and coordinating quality and timely Ministerials (e.g. correspondence, OIA requests, Information Parliamentary Questions), whole-of-Group advice to support School Property and Ministry requests, and priority queries & responses.

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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 Senior Advisor, Office of the CE School Property, you will:

- Provide high quality advice through working collaboratively with colleagues and stakeholders, scanning the organisational environment, gathering and analysing information, joining the dots across work programmes, and providing strategic insights and recommendations.
- Oversee work requests into the Office, including OIAs, PQs, select committees and ministerials, triaging and commissioning work, monitoring workflow, and providing strategic advice and support to ensure work is delivered on time and to the required standard.
- Manage the workflow for correspondence in and out of the Office of the Chief Executive, School Property
- Identify activities that need a coordinated approach and work to ensure integrated planning, delivery and reporting.
- Obtain relevant information from stakeholders, often under extreme urgency and in an environment of competing demands, in a professional manner.
- Develop and maintain a rolling programme of priority activities across the group and coordinate, quality assure and prepare information and required reports.
- Prepare reports from the Office to a high quality, identifying opportunities, challenges, risks, issues, and actions, for senior leaders to consider and action.
- Effectively manage relationships with key internal and external stakeholders, to maintain a high level of trust and confidence.
- Ensure relevant stakeholders are kept informed on progress in responding to relevant issues, seeking their contributions and validation of information as appropriate.

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

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# Job Description

### 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.
- Experience of Parliamentary processes, and an understanding of the Machinery of Government and the Official Information Act 1982.
- Experience managing and prioritising competing tasks and complex projects.
- A proven ability to work at pace to deliver quality results in a timely manner, while keeping key stakeholders up to date and informed.
- A Tertiary qualification in a relevant discipline is preferable and/or experience in organisation wide / corporate functions.

### Ngā Āheinga | Capabilities

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

- Strong leadership abilities, with demonstrated initiative to take proactive actions to solve or forestall problems.
- Able to respond flexibly to changing circumstances and requirements as they arise. Remaining calm and focused under pressure and managing competing priorities.
- Well-developed critical thinking skills to analyse information and think strategically to provide evidence based solutions. Able to integrate 'big picture' view of goals and to achieve them.
- 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.
- Ability to work in ambiguity.
- Excellent time management and organisational skills.

### 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
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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	HR Advisory team
Approved By	March 2025