

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Technical Writer

Business Group	Te Poutāhū (Curriculum Centre)
Location	Te Whanganui-ā-Tara 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 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

This role sits in The Curriculum and Assessment Change Programme which is a key unit within Te Poutāhū | Curriculum Centre. It's focus is on delivering multiple, interrelated projects with a set scope that deliver to outcomes tied to Te Poutāhū and Te Mahau strategic direction, as well as Cabinet Decisions. The Programme works in partnership with other Te Poutāhū business units to enable the products and outcomes delivered from these projects to move into the business for ongoing delivery, maintenance, and support.

The Technical Writer works within the Programme to support the development of key products and is responsible for providing technical expertise to produce high-quality written products and analysis.

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Ngā Haepapa | Accountabilities

As a Technical Writer 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 Technical Writer you will:

- Produces written content to Programme specifications for products within agreed timeframes.
- Translates information from business stakeholders, stakeholder groups and others into high quality written products.
- Work collaborates with the Programme workstreams to ensure information is translated into clear, concise and accurate products.
- Performs quality and peer review of Programme deliverables and other work.
- Ensures project management is kept informed of progress and takes action to report potential risks to the Programme.
- Develops design notes and records of meetings that can be communicated to stakeholders to ensure transparency of the process and maintain the focus on the key technical objectives.
- Demonstrates knowledge of the programme products in written work produced.
- Ensure all documentation follows the ministry of Education style and standard guidelines.
- Work collaboratively with the team to address any issues and provide potential solutions.
- Respond to risks, issues and dependencies ensuring these are logged in the register. Own, mitigate, or escalate where they cannot be managed within the team.

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:

- Experience in a complex organization
- Experience in Technical writing
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in working on projects and/or in government
- Analytical expertise demonstrated through education, training, or experience
- Knowledge of the New Zealand Curriculum and Te Marautanga o Aotearoa and/or the ability to learn quickly

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Ngā Āheinga | Capabilities

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

- Ability to understand and accurately translate technical information for a general audience.
- Proficient user of MS Office products, including Word, Excel, PowerPoint, SharePoint, Teams
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Manages and delivers on work priorities (i.e. plans and organises self to deliver work commitments to required timeframes and quality standards).

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.

While this role is set at Developing, you will be provided with development support within Te Poutāhū to enable you to reach the next level of Confident.

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	May 2024
Approved By	Advisory Team