

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Adviser, Evaluation and Reporting

Business Group	Te Mahau Takiwā, Te Tai Raro
Location	Maungawhau Office, Mt Eden Auckland
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 Adviser, Evaluation and Reporting has specific project deliverables and outcomes for the Homework and Tutorial initiative Pacific Budget 25 and other Pacific projects. You will work with regional and national teams to build and maintain an evaluation and reporting process and system for the project(s). The role will work to ensure real time information and insights are collected and analysed to inform decision making, investment recommendations and support performance improvement. This role will contribute directly to the success of the initiative's implementation, any changes required and outcomes achieved.

The role will work with Pacific providers, ākonga and aiga and the sector to collect relevant information. The role will also ensure that information for reporting to regional and national leadership and Takiwā CoP is ready on time.

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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 Adviser, Evaluation and Reporting you will:

- Actively work on the design of an evaluation framework to collect information, review reports and provide an analysis on the performance of the Project and initiative.
- Provide evaluation and performance report summaries and advice to the Chief Advisor, Moana Nui a Kiwa, Te Tai Raro leadership and Lead Advisor, Pacific within agreed timeframes.
- Actively support management, including Relationship Managers, with provider engagement and communication.
- Facilitate open communication and discussions between internal and external stakeholders, using data and insights to assess and evaluate performance of services.
- Work consistently to established timeframes, managing own input and ensuring others' contributions are made to enable work to progress
- Work and advice on assigned projects/sub-projects to the agreed scope, schedule, budget and quality standards
- Use data, local knowledge and relationships to identify and proactively respond to priorities and risks and influence change in order to maximise education outcomes for students
- Work closely with the Advisor, Procurement to ensure information is accurate and ready for reporting deadlines
- Work closely with the Chief Advisor, Moana Nui a Kiwa and the Lead Advisors, Pacific to manage risks, provide strategic information and evidence
- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Actively work with regional and national teams on the Homework and Tuition initiative and other Pacific projects as identified.
- Use data and insights to make evidence-based decisions and recommendations on strategic issues.
- Build an evaluation framework that collects relevant timely information to support initiative performance and changes required in real time.

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- Review provider reports to ensure that agreed outcomes are met and any differences or variations is reported to Lead Advisor, Pacific for follow up action
- 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 working with data and evaluation models
- Experience in contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in working with service providers, preferably Pacific Providers, to build relationship and partnerships to achieve shared outcomes.
- Experience working in a government agency and sound understanding of the machinery of government, specifically in evaluation and reporting settings
- Evidence of strong links and experience working in diverse Pacific communities with experience and an established network with business leaders, community organisers and communities, including faith-based communities
- Ability to communicate in a Pacific language is desirable

## Ngā Āheinga | Capabilities

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

- A proven track record of working well with people, contributing to team outcomes and meeting deadlines to ensure team success.
- A proven track record of building and maintaining trusted relationships with colleagues and key stakeholders
- A proven ability of building databases and IT tools to support work programmes, project management.
- 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 communication skills both oral and written.
- A proven ability of identifying issues/risks and actions towards problem solving and performance improvement
- Ability to work in a fast-paced environment and deliver quality work on budget under time constraints.
- An understanding of inclusive and equitable practices, including anti-racist and anti-bias frameworks.
- Excellent data analysis, writing and communication skills
- Understanding the public sector delivery structures and system challenges of delivering targeted programmes in vulnerable communities.
- Strong links with early learning settings and schools
- An understanding of Pacific providers, networks and experience in Pacific community settings is ideal.
- Competency in Pacific cultural contexts



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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	Confident
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	July 2025
Approved By	HR Advisory