

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor - Office of the Hautū

Business Group	Te Pou Tuarongo
Location	Wellington
Salary band	A9

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 āianei, 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 hāpori, 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 Te Tiriti o Waitangi | 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 in Aotearoa:

He mea tārai e mātou te mātauranga kia 1angatira 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.

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 towards Māori enjoying and achieving educational success as Māori.

Pou Hono Valuing Māori	High (leads and influences)
Pou Mana Knowledge of Māori content	Confident (leads and influences)

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Pou Kipa Achieving equitable education outcomes for Māori	High (leads and influences)
Pou Aroā Critical consciousness of racial equity for Māori	High (leads and influences)

Tēnei Tūranga | About the role

The Principal Advisor, Office of the Hautū provides executive-level strategic advice and support to the Hautū that is specifically focused in relation to our Minister's priorities and the Maori Education Action Plan. The role also supports the business planning and reporting for Te Pou Tuarongo and the wider management, as required. The role provides advice, tools and training and development that strengthens our evidence-based analysis and advice across all workstreams. The role is responsible for supporting the Director to review business practices to ensure efficient and effective management contributing to an effective and focused environment. This ensures the requirements of the Hautū are met are carried out effectively and efficiently to a high standard, enabling the Hautū to provide leadership to the business group and across the organisation.

The Principal Advisor, Office of the Hautū is responsible for keeping abreast of Government Priorities and developments in order to provide timely and accurate strategic advice for the Hautū. They are also responsible for providing advice and support for work within other parts of the Office of the Deputy Secretary where required and will deputise for the Director when required.

The Principal Advisor will operate with a high degree of judgement and understanding of complexity and managing risks to ensure all activities are delivered to a high standard. The Principal Advisor is expected to work flexibly across Te Pou Tuarongo and the Ministry. It is also important for the Principal Advisor to develop networks at all levels of the organisation and the sector.

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.
- Support the coordination of planning, reporting and compliance on behalf of Office of the Hautū.
- 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 report of emerging developments and make evidence-based decisions and recommendations on strategic and operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Ensure responsiveness to government priorities and the Māori Education Action Plan.

As the Principal Advisor, you will:

Manage Ministerial requests by:

- Co-ordinating and/or leading the development of appropriate and strategically sound responses to correspondence and information requests, including but not limited to:
 - Ministerial correspondence and reports,
 - Chief Executive's correspondence,
 - Official Information Act requests,
 - Ombudsman requests and reports,
 - Select Committee questions, and
 - Parliamentary questions.

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Manage issues and risks by:

- Reviewing and giving advice on information provided to the Director, Hautū, Te Pou Tokomanawa, and Ministers to identify issues and risks,
- Identifying matters that need to be brought to Hautū attention and provide advice,
- Developing and implementing plans to ensure risks are mitigated,
- Maintain a strategic view and detailed knowledge of all activities across the Ministry, particularly in assigned education sector portfolios,
- Acting as a key advisor to the Office of the Hautū and provide general advice in relation to day-to-day issues within the assigned education portfolio,
- Actively leading the continuous improvement of planning, reporting, data management, processes, and outputs across the team, in order to deliver the best service possible that maximises information quality, efficiency and the team's ongoing ability to meet deadlines.

Support the delivery of high-quality information by:

- Reviewing information provided to the Hautū, Te Pou Tokomanawa, and the Minister's Offices to ensure information and advice provided is valid, accurate and consistent. This includes ensuring there is alignment and linkages across information provided to Ministers,
- Work closely with the other Principal Advisor – Office of the Hautū, and other kaimahi across the team, to ensure effective management of public affairs and enhance the reputation of Te Pou Tuarongo,
- Be proactive in undertaking research and analysis of topical issues to support the Hautū, and
- Focusing on government priorities and the oversight and reporting on the delivery of the Māori Education Action Plan.

Have effective relationship management including:

- Take a 'whole of government' approach in developing and maintaining relationships and networks, with a variety of internal and external stakeholders,
- Ensuring relevant stakeholders are kept informed on progress in responding to relevant issues, seeking their contributions and validation of information as appropriate,
- Effectively practice manaakitanga in all relationships.

Work collaboratively:

- By working across the work streams of Te Pou Tuarongo with a te ao Māori and mātauranga Māori approach, to maximise collective impact and realise Government priorities.

Ngā Āheinga | Capabilities

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

- Understanding of Te Tiriti o Waitangi, its principles, and their implications,
- A relevant tertiary qualification or related experiences,
- Familiarity and understanding of te ao karauna and te ao Māori, te reo Māori, tikanga and mātauranga Māori, and a willingness to learn more,
- Integrity and leadership in advancing racial equity in the context of this role and the wider Ministry,
- Experience working with kaimahi, Māori stakeholders, Ministers, and Chief Executive Officers,
- Understanding of the political context, the machinery of government, and the role of the Ministry in this context,
- Expertise in report writing and providing advice to senior leaders,
- Well-developed critical thinking and sound judgement, specifically, the ability to analyse information, develop options and think strategically,
- A proven ability to use data and insights to identify trends, risks, and opportunities, to influence and guide organisational and system-level decision making,
- Responds flexibly to changing circumstances and requirements as they arise,
- Produces high-quality written communications which are clear and concise,
- Proven communication, relationship management and negotiation skills. Keeps people up to date and fully informed,



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- A track record of bringing people together and leading, coaching, and mentoring others to achieve outcomes,
- A commitment to ongoing personal and professional development,
- Delivers results by taking ownership, and being proactive and pragmatic, and
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems, and processes.

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 Team