

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, Records & Document Management

Business Group	Te Pou Rangatōpū Corporate
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 āianeī, 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 Principal Advisor Information Records & Document Management contributes to the leadership, management and development of the Ministry's document and records management systems, processes, and functions.

The role is responsible for the development, implementation and maintenance of document and records management Information Architectures and processes and leads engagement across the Ministry to ensure Records and Document Management solution support and enhance the core business of the Ministry of Education.

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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 Principal Advisor, Records & Document Management you will:

- Work closely with the Manager, Records Services to lead the team's strategic and operational planning.
- Develops and leads customer and stakeholder engagement across the Ministry to ensure their Document, Records and Information Management tools and resources remain compliant, useable, and appropriate to Ministry needs.
- Leadership and oversight of the development and implementation of the Ministry's Document and Records management architecture: Information classification structures, security models, metadata schemata, findability tools and strategies, disposal authorities and processing
- Leads the development and maintenance and reporting of systems performance measures.
- Supports the Manager, Records Services, in ensuring the records Services team understands and can implement key Document and Records Management principles and tools.
- Works with owners of other business information systems to create a consistent approach to information management in the ministry and develop technical and intellectual links between systems.
- Maintains training resources and programmes and leads ad hoc or specialist training sessions as required including coaching and mentoring within and beyond the Records Services team.
- Mentor, support and lead the development of Records Services team members in Information Architectures and processes.
- Performs the day-to-day management records and Document Management tasks (eg system maintenance and reporting, user support, physical records management, Information requests) as agreed with the team as a whole.
- Lead and develop monitoring and reporting on the nature and volume of requests of the records Services team.
- Provide advice and support to the Manager Records Services and the team across a range of issues relating to the portfolio.
- Contributes to the development of training resources.
- Build and maintain effective relationships across the Ministry and with external partners such as vendors, developers, and other government agencies.
- Actively seek personal and professional development opportunities to enhance skills, knowledge, and experience.

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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 building relationships and partnerships to achieve shared outcomes.
- Extensive experience in Document and Records Management or Information Management at a senior level in a complex organisation
- Extensive knowledge and experience in government architecture and metadata models, as well as relevant legislation such as the Public Records Act (2005), the Archives NZ Information and Records Standard (2016), the Privacy Act (2020), and the Official Information Act (1982).
- Practical experience in supporting the use of Enterprise Content management systems and records management systems – in particular, Microsoft 365 tools.
- Business Analysis and Business Processing experience is advantageous.
- A tertiary qualification preferably post-graduate in information management, information systems, or a related field.

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.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Proven ability to analyse and structure organisational information at scale.
- A track record in supporting information at management systems and processes across formats.

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	July 2025
Approved By	HR Advisory team