

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor - Special Projects

Business Group	Te Pae Aronui Operations and Integration
Location	National
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 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 - Special Projects will provide high quality analysis and trusted strategic and policy advice to support Ka Ora, Ka Ako | Healthy School Lunches and Ikura | Manaakitia te whare tangata Period Products, and ECE Food programmes.

The Principal Advisor - Special Projects will work closely with the Director, Strategic Programmes and will operate with a high degree of accountability as you offer your judgement, insight and thought leadership around processes and policy for the programme.

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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 – Special Projects you will:

- **Provide advice, support and ministerial servicing:**
 - Lead the development, document guidance and advice for all programmes.
 - Support schools and kura by providing advice and guidance on the implementation of services, projects and initiatives.
 - Draw on expert knowledge of the policy area as well as broad knowledge from other policy domains to assess information critically from a wide range of sources.
 - Create, manage and peer review content for ministerial correspondence, Parliamentary questions, briefing notes, submissions, Cabinet papers, Official Information Act requests and ad-hoc reports as required.
- **Champion continuous improvement:**
 - Contribute to the ongoing improvement of the programme by sharing examples of best practice or identifying problems and contributing to solutions.
 - Contribute insights and a practical understanding of how the programmes operate in the regions / communities.
 - Provide advice on delivery issues, operational perspectives and policy implications.
 - Lead, champion and support the implementation of changes and new initiatives.
 - Keep abreast of Ministry work progress and developments in the education sector, identifying implications and opportunities.
- **Manage relationships:**
 - Establish and maintain strong working relationships with colleagues and key stakeholders to ensure effective engagement and collaboration.
 - Maintain strong working relationships with regional and national staff to ensure a consistent and coordinated approach.

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- **Provide sound analysis and review:**

- Use a broad range of data and information to plan, design and deliver projects.
- Proactively identify opportunities for strategic and operational improvements, at practice, service, and system levels.
- Maintain high-level oversight across projects and workstreams, analysing for trends, emerging risks and issues, opportunities, and solutions.
- Provide high quality and timely advice in a variety of formats to a range of audiences.

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 organisation and a sound understanding of the machinery of government, public sector delivery structures and systems.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Strong writing and presentation skills backed by exceptional advice and support.
- Experience and applied understanding of process and systems improvement methodologies.
- Ability to understand policy intent and identify implication for implementation and able to build requisite knowledge for different policy issues quickly.
- Ability to contribute to the design and implementation of Ministry strategic and operational procedures.
- Experience of working in flexible ways to manage moving priorities and focus and deliver results in a busy demanding environment.
- Clear communicator who is confident to test ideas and concepts with others, can problem solve and work collaboratively with others to solve those problems.
- Understanding of best practice service delivery in the public sector.

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.
- 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.
- Enhancing organisational performance: Driving business improvements across a team.
- Managing work priorities: Delivering results as an individual contributor.
- Engaging others: Connect with people; to build trust and become a leader that people want to work and for.

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- Achieving ambitious goals: Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.
- Curious: Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for purpose.

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	August 2025
Approved By	HR Advisory Team