

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Resourcing Auditor - Resourcing Monitoring and Assurance

Business Group	Te Pae Aronui Operations and Integration
Location	Auckland
Salary band	A7

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 Resourcing Monitoring and Assurance function provides the Ministry with assurance that schools and licensed early learning (ECE) services have received the correct resourcing entitlement. This involves completing over 2000 resourcing audits per year.

The Resourcing Auditor monitors school and ECE by completing resourcing audits, special reviews and the reconciliation of resourcing and funding allocations. This involves working on location in licensed early learning services, home-based care organisations, playcentres, kindergartens, Te Kōhanga Reo, kura and schools and in the Ministry's offices.

The Resourcing Auditor provides funding, operational and strategic advice and guidance to schools relating to enrolment, attendance and staffing management to ensure accurate and timely information used to determine resourcing entitlements. The Resourcing Auditors supports the early learning and school sector through managing relationships that strengthen resourcing, regulatory and legislative compliance.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 a Resourcing Auditor you will:

Audit Delivery

- Conduct resource allocation audits for schools and ECE services using approved methodologies and documentation.
- Make sound, evidence-based audit decisions that withstand internal and external scrutiny.
- Maintain valid audit working papers and documentation to justify funding or staffing adjustments.
- Ensure audit findings are accurately reported and appropriately closed, following agreed processes for resourcing adjustments, referrals, and provider correspondence in line with Ministry guidelines and legislative requirements.
- Adapt to changes in audit plans while maintaining delivery within agreed timeframes.
- Deliver timely, high-quality analysis and advice based on audit findings to internal and external audiences.

Strategic Contribution & Programme Development

- Provide clear, practical resourcing guidance to schools and early learning services.
- Recommend improvements to audit approaches and processes to enhance consistency and impact.
- Champion best practice and contribute to continuous improvement across the team.
- Contribute to components of resource allocation audit work, including portfolios related to audit methodologies and program design.
- Shape and support initiatives aligned with Te Pae Aronui's performance priorities.

Risk Management & Compliance

- Identify and monitor high-risk providers using Ministry tools, data analysis, and professional judgment.
- Escalate suspected funding fraud and manage related resourcing issues appropriately.
- Support providers in identifying and addressing enrolment, attendance, and staffing challenges.
- Advise on legislative compliance and governance best practices.

Stakeholder Engagement

- Maintain effective relationships with internal teams and external stakeholders in the school and ECE sectors.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Keep stakeholders informed of critical monitoring and assurance matters.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience working within complex organisations, ideally including government agencies.
- Sound understanding of the machinery of government, public sector delivery structures, and systems.
- Knowledge and experience of the education sector is advantageous.
- Proven experience in building effective relationships and partnerships to achieve shared outcomes.
- Relevant tertiary qualification in a related field, or equivalent practical experience.
- Familiarity with evidence-based decision-making.
- Knowledge of auditing principles, with desirable experience in resource allocation audits.
- Demonstrated commitment to continuous improvement, with a willingness to adopt new ideas and constructively challenge existing data, systems, and processes.

Ngā Āheinga | Capabilities

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

- Skilled in discussing complex or sensitive issues while fostering collaboration to reach solutions.
- Strong interpersonal and relationship management skills, including negotiation and conflict resolution.
- Demonstrated ability to use data and insights to identify trends, risks, and opportunities to inform decision-making.
- Ability to quickly identify and mitigate risks and anticipate and resolve problems as they arise.
- Capacity to interpret and apply legislation and government policy, with sound judgment on when to seek further advice.
- Deep understanding of business processes and internal control systems.
- Competence in providing technical funding and resourcing advice to schools and early learning service management in a clear and accessible manner.
- Excellent written and verbal communication skills.
- Strong time management and organisational skills, with the ability to prioritise multiple tasks effectively.
- Ability to work effectively both independently and within a team environment.
- Commitment to ongoing personal and professional development.
- Resilience and composure under pressure, with a mature and positive approach to challenges.
- Integrity and adherence to social, ethical, and organisational standards.
- Sound understanding of Te Tiriti o Waitangi and its relevance to the Ministry's work.
- Willingness and ability to travel as required — a current driver's licence is essential.

Tātai Pou | Our Cultural Competency

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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

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