

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Integration Advisor \ Principal Advisor

Business Group	Te Pae Aronui Operations and Integration
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 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 Integration Advisor (Principal Advisor) leads the design and delivery of initiatives across the Design function. The role also supports Ministry work programmes to appropriately consider the needs of demand side groups. They work collaboratively so that the perspectives and aspirations of demand side groups are integrated into the Ministry's work.

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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you'll:

- 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, and
- make decisions in accordance with the Ministry's policies and delegations framework.

As the Integration Advisor / Principal Advisor you have five key areas of accountability:

Relationship management and influencing

- Establish effective, trusting relationships with demand side groups so that their voices are reflected in our work
- Build effective relationships and work collaboratively so that the perspectives and aspirations of demand side groups are integrated into initiatives.
- Enhance working relationships across the Ministry to support effective collaboration and build networks.

Thought leadership and expert advice and support

- Provide high quality expert advice on strategic opportunities, risks and issues to the Design leadership
- Provide leadership across Design to support the delivery of our work programme
- Help teams anticipate and respond to emerging opportunities, risks and issues
- Work collaboratively internally and externally to provide expert advice on supporting educationally powerful partnerships with demand side groups
- Provide analysis, advice, and input, to the design of initiatives/programmes/resources/policies
- Keep informed on a wide range of education and relevant social issues and apply these insights to our work
- Provide leadership and mentoring to staff across the Design group
- Other duties as required to support the Design work programme.

Change management

- Lead the design and implementation of initiatives with a focus on co-design
- Develop strategic communications narratives that make the case for partnership with demand side groups

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- Develop innovative, engaging communications approaches and material to support Design initiatives
- Analyse capability requirements and develop plans to build capability
- Assess and report on the effectiveness of programmes and initiatives, and
- Use these insights to continuously improve programmes and/or inform policy/programme development.

Procurement and contract management

- Work closely with procurement specialists to procure and manage provider contracts for the delivery of products and/or services
- Work with providers to develop the capability needed to continuously improve contracted services.

Monitoring, information and reporting

- Develop appropriate, robust indicators and measures to track the progress of Design initiatives
- Develop and maintain systematic and integrated reporting approaches for our work
- Report on initiatives, including identification of critical gaps, risks, and opportunities and provide advice on how to address these
- Prepare reports and information to support other Ministry groups and keep demand side groups informed
- Prepare Ministerial correspondence, ensuring appropriate processes are followed.

Ngā Tohu Mātauranga Waiwai | Essential Requirements

- You will have previous related experience leading and the design and implementation of initiatives and projects, and
- You have experience working collaboratively and effectively with internal and external groups to support their aspirations.

Wheako | Experience

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

- Understanding a complex systems and organisations
- Building relationships and partnerships to achieve shared outcomes

Ngā Āheinga | Capabilities

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

- Understanding of the Treaty of Waitangi | Te Tiriti o Waitangi and its implications for education
- Understanding or experience in fostering racial equity
- Belief in every young person, and their family, and their potential to succeed
- Excellent verbal and written communication skills, including the ability to present complex issues clearly and concisely

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- A strategic outlook with the ability to analyse complex issues and deliver new insights
- Ability to influence, effectively challenge thinking and support innovation in the design and development of programmes and initiatives, and
- Proven ability to lead projects/initiatives and facilitate outcomes.
- 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.

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	Developing
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 2024
Approved By	HR Advisory Team