

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Lead Advisor, Engagement

Business Group	Te Poutāhū   Curriculum Centre
Location	Te Whanganui-a-Tara   Wellington
Salary band	A8

### 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

As Lead Advisor, Engagement, you will support the Manager and other members of the team to plan and direct effective engagement and communication with the sector to support the release of Te Poutāhū products and services. You will also work closely with Te Pou Rangātpou | Corporate and the Curriculum Implementation Centre to provide engagement support.

The Sector Engagement team develops and implements functional strategies, priorities and work programmes to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies.

## 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 the Lead Advisor, Engagement you will:

#### Communications and Reporting

- Provide best practice communications and stakeholder engagement methods and approaches to support delivery of key projects.
- Contribute to the delivery of the Communication and Engagement strategy for Te Poutāhū (Curriculum Centre).
- Coordinate key engagement activities such as the communications calendar, message bank, curriculum newsletter, Takiwā presentations and peak bodies information packs.
- Assist with managing media enquiries, ensuring messaging is clear, consistent and aligned with organisational priorities.
- Able to engage with diverse communities and have an understanding of the different cultures that make up Aotearoa New Zealand
- Lead communications and stakeholder engagement planning as required across the group
- Prepare advice on communications, stakeholder risks, issues and opportunities at a senior level. Develop and implement plans to ensure risks are mitigated.
- Support the preparation and coordination of ministerial submissions, including WPQs, OPQs and other requests from the Minister's Office.
- Use information from research, implementation activities, reporting and analysis of documents produced, and lessons learned exercise to support future initiatives and design activity
- Review papers from a communications and stakeholder management perspective ensuring quality, consistency and a common narrative across our work
- Collect regular feedback and evaluation evidence on team performance to improve service delivery and inform continuous improvement.

#### Sector Initiatives Planning and Implementation

- Provide and lead best practice communication and engagement methods to support delivery

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

- Provide information, tools and support to the sector and key staff in the regions to roll out sector focused initiatives and change
- Provide and lead building capability / knowledge about initiatives in the sector and national and regional offices
- Lead collaborative working relationships with key stakeholders to provide timely, creative, quality communication and engagement advice and support, as well as practical solutions for supporting sector leadership and improved outcomes for students
- Provide analysis and advice to other managers and teams throughout the Ministry who are working on related issues to contribute to integration and coordination
- Complete and maintain documentation to maximise access to consistent and valid information
- Use knowledge from research, implementation activities, reporting, analysis of documents produced and lessons learned exercises and use this information to support future initiatives and design activity
- Contribute to building products and services, from concept and prototype to implementation
- Develop plans to support the rollout of new initiatives developing information tools and resources that build capability and knowledge
- Prepare high quality expert advice on strategic risks, issues and opportunities at the senior official level

### Change Management

- Lead, drive and manage changes to implement sector initiatives
- Lead change management initiatives and business initiatives to ensure quality outcomes are achieved for all learners
- Lead change in the design process through focusing on what is and isn't working and tailoring and customising approaches to meet needs
- Champion best practice to bring about continuous improvement across the group

### Relationships and collaboration

- Enhancing working relationships within the group and the wider Ministry to ensure the group has a reputation for being responsive and making valuable contributions
- Maintain an open, responsive and inquiry-focused relationship within the group, the wider Ministry and key stakeholders
- Build trust and work collaboratively when engaging with stakeholders, internal and external experts, to support decision making and sustain improvement and change
- Lead, contribute to and coordinate working groups, sector meetings, forums and interagency meetings as required to effectively progress solutions to complex issues
- Maintain professional and responsive external relationships, ensuring that relative accountabilities between stakeholders and the Ministry are clear, that commitments are met, and problems and issues are resolved speedily in ways that enhance the credibility of the group
- Have an understanding of the communities and knowledge of the communities which education needs to engage with more deeply

You will make decisions in accordance with the Ministry's policies and delegations framework.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

### Wheako | Experience

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

- Experience in providing internal and external engagement advice and implementation support in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in managing stakeholder risks (including iwi and Māori), issues and opportunities, and contributing to the development and implementation of plans to ensure risks are mitigated.
- Understanding of the machinery of government and has experience working effectively within a political environment.

### 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.
- The ability to provide best practice engagement advice and support using a variety of methods and approaches to support delivery.
- Ability to see the big picture and recognise and manage associated risks and opportunities across a wide range of situations.
- Strategic thinking – a strong strategic thinker able to quickly understand and interpret complementary information and translate that understanding in practical advice for implementation.
- Developing and implementing communication and engagement strategies and plans that encompass a broad spectrum of communication and engagement activities including media, stakeholder engagement, channels, internal and external communications
- Communications – effective communicator both orally and written, with well-developed presentation skills.
- An understanding of:
  - The principles of the Treaty of Waitangi and their implications on operational policy within the education sector
  - The Machinery of Government
  - The significance of identity, language and culture
- Knowledge and understanding which will contribute to the work programme to raise achievement, improve professional capability and leadership
- Proven ability to establish, build and maintain highly effective working relationships
- Resilience to deal effectively with pressure and multiple deadlines through good time management and prioritisation.



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## 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	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