

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Adviser, Change

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 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 Principal Adviser, Change, closely supports the Manager, Change, contributing thought leadership, technical support, and change expertise to the transformational change management of the government's priority work programme.

Responsible for leading change management integration across a portfolio of initiatives and activities, and providing change expertise and guidance to support frontline Te Mahau teams so that early learning services, schools and kura are well-supported through change and implementation. Working with programme and initiative teams, you will create overarching change narratives, plans, tools and fit-for-purpose methods, to ensure the delivery of high-quality, integrated initiatives and intended benefits are achieved.

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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 Adviser, Change you will:

- Identify, shape, integrate and lead change programmes of work across Te Tāhuhu o te Mātauranga from a systems perspective and using a range of change practice and methodology
- Plan, implement and evaluate change management interventions and activities on a range of projects.
- Provide change leadership and mentoring to staff in own team and across wider Te Pae Aronui and Te Mahau teams.
- Provide advice on all elements of change to enable the successful delivery of programmes and initiatives, including the representation of sound benefits.
- Ensure Tātai Pou competencies are well understood and applied to all elements of change planning and delivery.
- Ensure regional staff, service providers, early learning services and other stakeholders are proactively informed about strategic issues relating to change and benefits.
- Develop organisational-wide approaches to change e.g., sector change impact
- Ensure decisions for change and implementation are evidence-based.
- Support management with financial tracking and forecasting.
- Collaboratively work with your team members to support individual professional development plans.
- Ensure Te Tāhuhu fulfils its statutory obligations in a manner which enhances confidence in the education system.
- Ensure all services and programmes are reported on accurately.
- Identify critical gaps, risks and opportunities, and provide advice and support in addressing these.
- Report on operational delivery and provide information and resources to support other groups within the Ministry.

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

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Wheako | Experience

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

- Experience formally leading change in a range of complex environments
- Depth and breadth of both Change and Benefits Management skills and experience, including leading change initiatives as the sole Change Lead.
- Experience in building relationships with senior stakeholders and partnerships to achieve shared outcomes.
- Experience delivering change in a Te ao Māori context is preferable
- Experience presenting to steering committees and governance boards as the Project Change Lead.
- Experience working in a formal programme and project discipline in both incremental and transformational change, and across a range of change types e.g., technology, people, culture
- Relevant specialist tertiary qualification in a change management relevant field or equivalent level of practical experience is required.
- Proven leadership experience.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Experience using evidence-based decision making and intervention logic.

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, ideally in organisational change and benefits management.
- 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.
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues in Te Mahau and across Te Tāhuhu.
- Change management certification is required.

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to

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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	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	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	May 2024
Approved By	HR Change Team