

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 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 Advisor works as a member of the leadership team of the function. As the Principal Advisor, you will provide cross functional leadership, management and support, and support the General Manager to manage the performance of the function.

You will operate with a high degree of judgement and understanding of complexity and managing risks so that function work is delivered to a high standard. You will work across Te Pae Aronui and Te Tāhuhu and develop networks at all levels of the organisation.

The Principal Advisor will work closely with others to build and enhance the overall culture and capability of the function.

Ngā Haepapa | Accountabilities

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

- Develop and maintain an overview of the work programme, for the active management of resource allocation, delivery, risks, issues and reporting.
- Lead collaborative working relationships within Te Pae Aronui and across the Ministry and work closely with other Te Pae Aronui Principal Advisors to GM to work actively with the Office of the Hautū on Te Pae Aronui priorities.
- Provide leadership to help others track, anticipate and respond to emerging issues that pose potential risk.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports flexibility, agility, resilience, high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying and analysing risks and solutions to protect and enhance the education system and outcomes for tamariki and ākonga.
- Make a significant contribution to the development of methodologies, techniques, and procedures used within the team and build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Principal Advisory you will:

- Develop and maintain effective working relationships so that problems are identified at the earliest opportunity and solved with a minimum of noise and represent the interests of the Ministry.
- Identify matters that need to be brought to the General Manager's attention and provide advice.
- Maintain a strategic view and detailed knowledge of key activities particularly across Te Pae Aronui.
- Effectively and consistently identify, analyse and manage risk, alerting others to potential problems/risks well in advance and proposing solutions.
- Provide leadership and mentoring to staff in the function and across wider Te Pae Aronui and Te Mahau teams.
- Work with key people across the Ministry to develop solutions to address critical issues and influence continuous improvement to drive efficiency and improve outcomes.

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 working with leaders and leadership teams to build and maintain an engaging culture and effective performance
- Experience in a complex organisation and the ability to identify and build effective working relationships and partnerships to achieve shared outcomes.
- Experience coaching, mentoring and supporting others to deliver and develop against their personal and team priorities and areas of focus.
- Demonstrated knowledge of te ao Māori and a willingness to continue your development and understand of tikanga and te reo Māori.
- Proven ability to look across systems, challenge assumptions and work on complex issues to achieve better outcomes for communities.
- Experience of working in a government agency with a sound understanding of the machinery of government, public sector delivery structures and systems.
- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Experience of working inclusively with diverse populations.

Ngā Āheinga | Capabilities

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

- Think strategically at an organisational level (i.e. sees agency issues through a range of lenses and stakeholder perspectives; and recognises broader cross-agency implications and connections between issues).
- The intellectual capability to work with multiple complex ideas in parallel as well as being able to integrate multiple concepts and pathways and deal comfortably with ambiguity.
- Bring an open-minded, innovative and informed approach that can identify problems and generate effective solutions and engage openly with a wide range of key players.
- Strong relationship management skills, with the ability to build relationships with diverse groups, including senior managers and sector leaders.
- Excellent communication skills, especially writing skills, to be able to produce and present the advice required.
- Knowledge of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector and giving effect to Te Tiriti in the design and implementation of solutions.
- An ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Identify and analyse strategic issues and opportunities emerging from external and internal influences and makes recommendations to integrate these topics into the team's work programme.
- A commitment to ongoing personal and professional development.
- Coaching and mentoring colleagues, supporting the General Manager and LT colleagues to create and maintain a team culture that values diversity and fosters cross-team collaboration, high creativity and critical thinking.

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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, 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	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	February 2025
Approved By	HR Advisory Team