



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Advisor, Employment Relations

Business Group	Te Pou Ohumahi Mātauranga   Education Workforce
Location	Wellington
Salary band	A6

### 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 Adviser, Employment Relations assists with the preparation, undertaking and implementation of bargaining for education sector collective agreement negotiations. The role works closely with and assists other members of the Employment Relations team to prepare logistically for bargaining, create a record of negotiations, assist the advocates during bargaining via way of research and analysis, and assist with the implementation of settlements.



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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 Advisor, Employment Relations you will:

- Participate in collective bargaining as required, and assist in the provision of advice about individual employment agreements.
- Work alongside team members who are undertaking bargaining and/or lead bargaining under supervision, including providing support in the development of bargaining initiatives and strategy.
- Support the team and manager to develop bargaining strategies for the education sector's collective agreements.
- Help to ensure settlements in collective bargaining are within the parameters approved for that bargaining and are consistent with the Governments Expectations for Pay and Employment Conditions in the State Sector.
- Help ensure that proposals put to the sector are accurately costed, fully consistent with Government expectations and have the support of key stakeholders.
- Ensure that bargaining is done in good faith and in compliance with the relevant Act(s) and that bargaining is done efficiently and in a timely fashion.
- Contribute to Employment Relations, Education Workforce, work programmes.
- Be familiar with Ministry priorities, practices, policies and programmes that contribute to or support the industrial relations strategy.
- Network and engage with key internal and external stakeholders on the development, implementation and impacts of industrial and workforce strategies and policies.
- Provide a customer-focus to sector engagement.
- Contribute to the writing of reports and other documents that advise Ministry leadership and Government on industrial relations issues.
- Ensure that all advice is consistent with the law.

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

### Wheako | Experience

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

- A relevant tertiary qualification, e.g. human resource management, economics or law
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in public sector collective bargaining is desirable.
- Experience or interest in related fields such as human resources management, project management, workforce planning and payroll management is highly desirable.
- Experience in or ability to quickly develop a good understanding of the machinery of government and relevant employment Acts, e.g. Education Act, Official Information Act, Employment Relations Act.

### 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.
- A developing understanding of the Ministry of Education, its policies, business and structure and/or an understanding of the education sector's workforce.
- Sound negotiation skills and the ability to influence others
- Ability to distinguish quickly between the critical, the important, and the mundane.
- Capable of getting to the heart of a problem quickly and contribute to sound decisions that are in line with the agreed strategic direction.
- Quickly becomes familiar with, and maintains and promotes ethical and organisational norms
- Capable of thinking broadly about the workforce strategy, including in bargaining. Able to anticipate and plan needs, issues and responses to there; able to identify risks and opportunities associated with actions and decisions; translates strategies into practical and effective action plans.

### 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.



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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	February 2025
Approved By	HR Advisory Team