

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Adviser

Business Group	Te Poutāhū   Curriculum Centre
Location	Te Whanganui-ā-Tara   Wellington
Salary band	A5

## 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 āianeī, 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 supports the curriculum and assessment design, development and implementation of teaching and learning initiatives to support students to lift achievement.

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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 Adviser, you will:

##### Advise and Support:

- Work in a collaborative way to provide timely, creative, quality advice and support, as well as practical solutions.
- 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.
- Provide analysis and advice to other managers and teams throughout the Ministry who are working on related issues to contribute to integration and coordination.
- Provide input to policy design, contribute to building products and services, from concept and prototype to implementation.
- Maintain documentation to maximise access to consistent and valid information where appropriate.
- Support the effective development and implementation of specific areas of work by providing advice for the design and implementation of specific projects, working with project teams and stakeholders, with supervision.
- Provide written responses to general enquires, ministerial requests and any other written material as appropriate.

##### Design and Support:

- Support planning for design and implementation, advising on the development of effective and workable practices and processes to implement new curriculum design initiatives.
- Support the coordination of information collection, planning and consultation processes which feeds into the development of curriculum design.
- Work consistently to established timeframes, managing own input and ensuring others' contributions are made to enable work to progress.
- Coordinate assigned projects / sub-projects to the agreed scope, schedule, budget and quality standards.
- Track, notice and provide advice to emerging issues that pose potential risk, advising on priorities and focusing effort where it has the most impact.
- Support project and initiative leads.

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### Monitor and Report:

- Provide assurance regarding quality delivery and effective and accurate reporting against targets.
- Report on and monitor contracts for outcome delivery and ensure escalation where risks and issues are observed.
- Support the collection of data and information on student achievement trends, characteristics and capabilities and ensure that this knowledge is regularly refreshed and fed back to the team.
- Supports the coordination of group communications and report tracking progress.

### Build Relationships and Collaborate:

- Build trust when working with other staff to support outcomes being met.
- Provide coordination and secretariat support for project managers, meetings, working groups and interagency meetings.
- Support the team to provide high-quality service to the sector, the Ministry and Government.

You will also 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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Knowledge of the education sector.
- Understanding of The New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki and approaches to curriculum development and design.
- Excellent analytical skills including ability to lead and support the development and delivery of complex analysis, business cases and advice.
- Excellent written and oral communication skills.
- Ability to influence and persuade others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.

## Ngā Āheinga | Capabilities

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

- An understanding of the role of Te Tiriti o Waitangi in the education sector.
- 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.

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- A commitment to ongoing personal and professional development.
- Ability to work flexibly across the work area and an ever-changing environment.
- Has a breadth and / or depth of experience which makes them a 'go-to' person
- Resilience to deal with pressure in a mature way
- Ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.
- Ability to identify risks and effective mitigation.

## 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	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	June 2023
Approved By	Advisory Team