



## Ngā Kōrero e pā ana ki te Tūranga Job Description

### Chief Adviser, Employment Relations

Business Group	Te Pou Ohumahi Mātauranga   Education Workforce
Location	Wellington
Salary band	B4

### 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 ū 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 Chief Advisor, Employment Relations holds overall responsibility within the ER team for specified areas of work. This includes development of long and short term bargaining strategies. As well as execution or oversight of employment relations activities ensuring that they align to government policy, are fully integrated with other Te Pou Ohumahi and Ministry / Te Mauhau work programmes, and are well implemented.

This is a strategic role which oversees the Ministry's response to the industrial relations environment for allocated areas of the Education sector workforce.



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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 Chief Adviser you will:

##### **Employment Relations Strategy and Negotiations**

- Work closely with the Manager, Employment Relations, lead the development of employment relations and collective employment agreement strategies, policies and plans as assigned, linking in with the Ministry's and Te Mahau strategies for the education workforce
- Build a collaborative approach across the Ministry and with other education sector agencies to deliver employment relations activities
- Lead the planning, development and execution of bargaining strategies for Employment Relations.
- Mentor, Coach and support advocates to fulfill the required negotiations both for elements of collective agreements and for renewed collective agreements
- Provide expert and definitive advice on the interpretation and application of education sector collective agreements and individual employment agreements which manages the Ministry's obligations to stakeholders and is defensible to external scrutiny, including review by the Court
- Ensure all products for the Employment Relations team reflect the Ministry position, strategy and priorities in line with its general IR strategy
- Drive innovation through development of ER offerings in line with the government's Digital strategy and future focused organisation thinking
- Work in partnership with Māori to incorporate the Treaty of Waitangi partnership principles into Ministry communications, strategies and channels
- Work in partnership with the Ministry's legal function to manage legal risks in relation to Education sector workforces
- Analysis and development of new remuneration settings.

##### **Leadership and Implementation**

- Lead work programmes and associated project teams within the Ministry and/or with the sector to contribute to an effective education workforce through;



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- Fit-for-purpose remuneration and incentive structures
- Fit-for-purpose conditions of employment
- The resolution of pay equity claims
- Provide expert support to the ER team and the wider Ministry on the application of high performance high engagement principles
- Provide leadership and advice on the implementation of the education sector employment relations and employment agreement strategies and plans to the Secretary for Education, the Hautū, Te Pou Ohumahi and the Ministry's Leadership Team.

### **Coaching and Mentorship**

- Deputise for the Manager, Employment Relations as required
- Provide assistance and advice to the ER Principal/ Senior/ Advisers in their day to day work
- Coach and mentor, the Principal/Senior/ Advisers/Assistant Advisers in the development of ER strategies and policies and plans, advocacy skills, agreement analysis and the provision of advice where required.

### **Advocacy**

- Develop and gain approval for bargaining parameters for collective agreements covering education sector workforces, which are consistent with government policy, and bargain these with union partners through to settlement
- Develop/use appropriate advocacy behaviours/strategies
- Actively develop, and provide support, to other advocates to support bargaining; and by mentoring and assisting advocates to develop the skills to use the costing and data tools available to use to support their bargaining
- Ensure advocates operate with a service driven approach which recognises Ministry groups and school leaders as customers of bargained outcomes.
- Develop strategy and project plans, from initiation through to gaining endorsement of the Ministry's Leadership Team, the Minister and Cabinet
- Ensure all voices across the Ministry are represented and stakeholders' views are reflected in the Ministry ER strategies, narrative and approach
- Develop and maintain relationships within the sector to inform and support the development and implementation of policies and strategies
- Respond to external and internal enquiries on the education sector employment agreement issues
- Draft and prepare ministerial correspondence, parliamentary questions, official information requests, cabinet papers, submissions, briefing notes, etc. for the Manager, ER.

### **Service Delivery**

- Develop and gain Ministry wide buy in and agreement to an overall employment relations strategy and development.
- Develop rich relationships with internal stakeholders to ensure these strategies represent the needs and interests of the Ministry and the wider education sector
- Proactively identify opportunities for the Ministry to enhance its reputation with Ministers, stakeholders (including unions), principals and the public, including leading a proactive approach to positive industrial relations
- Provide high-quality products and services and end-to end ER service on priority issues, drawing on business intelligence from the wider ER team



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- Ensure the timely and responsive delivery of design products and services aligned to the Ministry's priorities.

### Professional Knowledge and Leadership

- Be current with the Government's policy and initiatives, which affect education sector employment relations
- Provide high quality advice on a wide range of employment relations issues which satisfy the following criteria:
  - Takes into account relevant and current literature and statistical data
  - Incorporates possible implications, and
  - Is well argued, logically presented and timely.
- Keep fully up to date and aware of education and employment relations issues and developments and apply these insights to policy work
- Take responsibility for fostering formal and informal opportunities across the Ministry to increase the flow of ideas and lessons from experience; and for increasing the inflow and integration in policy/ER work of insights from domestic and international developments
- Actively contribute to the quality control of policy/ER advice and other work through regular participation in peer review, policy
- Appraisal and discussion of issues.

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

### Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- A relevant tertiary qualification is highly desirable

### 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.
- Advanced experience and skills in industrial advocacy, and directly relevant work areas which could include HR management, project management, policy analysis, and payroll management
- Experience with statistical, costing and modelling techniques
- Advanced knowledge and experience of Employment Relations (ER) legislation and application.
- Experience managing high profile employment relations programmes/projects/activities – of high political sensitivity and high societal impact
- Knowledge of the public sector environment and machinery of government
- Knowledge of public sector labour market issues.



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### 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.
- Extensive experience in leading, researching and developing strategies.
- Demonstrated ability and experience working effectively within a political environment.
- Ability to effectively engage with business teams to achieve shared results.
- Cultivate a positive team culture.
- Build client satisfaction, identifying critical communications issues, and delivering or brokering relevant services.
- Take a strategic focus on issues, understand issues within a wider business context, and to prepare and implement strategic communications plans that meet clients' strategic and tactical business needs.
- See the big picture and recognise and manage associated risks and opportunities across a wide range of situations.
- Strong relationship management skills.
- High level of accuracy and attention to detail.

### 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



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### 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	January 2026
Approved By	Advisory Team