

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Principal Advisor- Curriculum Design

|                |                                  |
|----------------|----------------------------------|
| Business Group | Te Poutāhū (Curriculum Centre)   |
| Location       | Te Whanganui-ā-Tara   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 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 Principal Adviser, Curriculum Design leads the development of substantial and complex national curriculum design to support students' progress and achievement. They provide leadership and guidance about knowledge rich curriculum underpinned by the Science of Learning .

The Principal Adviser has effective working relationships across the Te Poutāhū group, particularly the Te Poutāhū leadership team, as well as Group Managers and key stakeholders across the Ministry. They also work with and advise:

- Education sector leaders, groups and providers, including New Zealand Qualifications Authority (NZQA), Education Review Office (ERO) and Tertiary Education Commission (TEC)

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- Initiative stakeholders
- Ministry of Education Governance Boards
- Ministers and their offices - provide liaison with Ministers' offices to ensure open communication lines and timely responses to enquiries

## 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 Advisor, Curriculum Design you will:

- Provide expert policy, design, and implementation advice based on evidence, prepare business cases and papers for decision-making, and offer high-level advice on strategic risks, issues, and opportunities at the senior official level.
- Lead the design and development of knowledge rich curriculum frameworks underpinned by the Science of Learning to ensure quality outcomes for all learners.
- Advise on and lead complex programmes and projects with pace, agility, and impact, ensuring resources focus on high-impact priorities while incorporating innovation and design frameworks into delivery
- Champion the application of frameworks for effective project design and implementation, ensuring integrated approaches with teams and stakeholders.
- Coordinate information collection, planning, and consultation to support curriculum design development.
- Advise on project management tools, techniques, and processes, including scope definition, team assembly, decision-making, issue mitigation, and cost/benefit analysis.
- Maintain an overview of work programme and ensure alignment with priority goals, develop indicators to track progress, and assess the effectiveness of designs using data, evidence, and evaluations to address issues and improve student outcomes
- Capture and use research and evaluation evidence to ensure innovation and future-focused work
- Monitor and evaluate project progress, contract outcomes, and provider performance to assure quality, justify investment decisions, and manage public expenditure effectively.
- Enhance relationships within Te Poutāhū and across the Ministry to build a responsive, credible reputation and foster valuable contributions.
- Contribute to staff coaching, mentoring, and development.

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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:

- Experience in using the evidence of designing knowledge rich curriculum and the Science of Learning that supports quality education outcomes.
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Tertiary qualification in a relevant field (post-graduate preferred)
- Strong experience in curriculum leadership – particularly with strengths in the areas of literacy and numeracy.
- Strong knowledge of the New Zealand Curriculum (NZC)
- Understanding of Te Marautanga o Aotearoa and Te Whāriki
- Experience in providing high level advice, at a national level
- Experience in using evidence-based decision making and intervention logic
- Experience in leading with others to design and solve problems or complete tasks

### 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.
- Understanding of the principles of the Treaty of Waitangi and their implications on operational policy within the education sector.
- Anticipates future consequences and trends accurately
- Can manoeuvre through complex political situations effectively and quietly
- Looks beyond the obvious and doesn't stop at the first answer
- Understanding of the machinery of government.

### 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 | March 2025       |
| Approved By                | HR Advisory team |