



Ngā Kōrero e pā ana ki te Tūranga Job Description

Senior Advisor, School Operations

Business Group	Te Pae Aronui Operations and Integration
Location	Wellington
Salary band	A7

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 Senior Advisor Schooling Operations provides advice and expertise to other key internal (including policy, curriculum and regional teams) and external stakeholders about statutory and regulatory requirements and obligations of school boards in relation to the successful operation of schools.

The Senior Advisor School Operations supports specific programmes of work, new initiatives and process improvements to realise positive outcomes for children within the New Zealand Education system. The Senior Advisor is skilled in managing organisational risk and developing key operational documents and works within the broader Te Mahau group to provide a seamless, integrated approach to implementing policies, processes and frameworks.



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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 Senior Advisor, School Operations you will:

- Work in a collaborative way with key stakeholders to provide timely, accurate, quality implementation advice and support, ensuring compliance with statutory and regulatory requirements and obligations.
- Provide advice and guidance to Ministry staff on the operation of the school operation workstreams.
- Contribute to writing of communications for Ministerials Submissions, Briefing Notes, Bulletins, OIA requests and Parliamentary Questions.
- Provide analysis and advice to other managers and teams throughout the Ministry (Te Mahau) to contribute to integration and co-ordination.
- Maintain documentation (e.g., programme processes and operational policy) to maximise access to consistent and valid information.
- Build trust when working with key stakeholders to support decision making and sustain improvement and change.
- Contribute and co-ordinate working groups and meetings as required to effectively progress solutions to complex issues, representing the Ministry's position.
- Support other members of the team to provide high-quality service to the sector, the Ministry and Government.
- Use data to support robust evaluation of programme outcomes, assuring quality, consistency and performance, justify decisions on investment and ensure effective management of public expenditure.
- Use information from implementation and operational experience to make sure that planning and decisions are based on current evidence. Provide advice that is evidence based and future focused.
- You will make decisions in accordance with the Ministry's policies and delegations framework.



Ngā Kōrero e pā ana ki te Tūranga Job Description

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.
- Experience in or ability to learn the knowledge of statutory and regulatory requirements and obligations required to perform the regulatory functions in the education system.
- High-level ability to write with clarity, present cogent arguments, and deliver messages across a range of formats.
- High-level analytical skills that define a problem, evaluates alternatives, finds a solution, and makes effective decisions.
- Experience providing high-level advice
- Experience with managing programmes of work
- Advanced influencing, relationship management and stakeholder engagement skills.
- Understands the significance of identity, language and culture within education.
- Sound understanding of Machinery of Government, public sector delivery structures and systems

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 team player who works to both support and challenge colleagues
- Understanding of best practice service delivery in the public sector
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes
- Ability to work independently and within a team environment, handle multiple tasks and work under pressure



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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, confident, 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	December 2025
Approved By	HR Advisory Team