



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Verifier/Lead Reviewer

Business Group	Te Pae Aronui Operations and Integration
Location	Flexible
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 āiane, 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 Verifier/Lead Reviewer makes informed independent decisions about the eligibility of ākonga to receive targeted packages of funding and work with the verification panel to reach a consensus decision about the eligibility of ākonga. You will undertake ākonga observations as needed which will require you to travel from time to time. You will also have a role in reviewing school and early intervention specialist service providers to ensure their delivery of specialist support results in improved outcomes for children and young people.

Ngā Haepapa | Accountabilities

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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 a Verifier/Lead Reviewer you will:

- Apply specialist professional knowledge, skills and experience to assess all information presented about a child or young person's eligibility for the Ongoing Resourcing Scheme and the School High Health Needs
- Think analytically and critically when presented with ambiguous information.
- Articulate and present reasons for decisions both orally and in writing.
- Demonstrate continuous development of professional knowledge and evidence-based practices.
- Build and disseminate evidence-based knowledge about children and young people with the highest levels of disability.
- Be available to travel to complete individual observations of ākonga in schools and early childhood education centres,
- Review the delivery of specialist support in providers of Early Intervention services and providers of Learning Support in the school sector, to reinforce the provision of high quality learning support services to children and young people with high or very high levels of need.
- Have an awareness and ownership of the *Ka Hikitia-Accelerating Success* framework, and apply this knowledge and understanding of Māori achieving and enjoying education success as Māori to day-to-day work.

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:

And/or

- Extensive experience in delivering specialist services in the education sector in a range of settings including variety of learning support providers at the early childhood and school levels.
- Experience in leading teams or delivering a specialist service in a complex organisation.

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- Experience in building relationships and partnerships to achieve shared outcomes.

Ngā Āheinga | Capabilities

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

- Very strong team working skills and an ability to work successfully in a consensus decision making environment
- Strong personal organisation, able to meet tight deadlines and attention to detail
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Develops effective working relationships and builds credibility with stakeholders at all levels, team members, and colleagues in Te Pae Aronui and Te Mahau.

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	23 January 2024
Approved By	HR Advisory Team