

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

Advisor – Operational Practice & Funding

Business Group	School Property
Location	Wellington
Salary band	A6

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 Advisor Operational Practice & Funding supports the development of operational tools and resources for property teams and the allocation of property funding to support successful delivery of Te Rautaki Rawa Kura – Property Strategy 2030.

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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 Advisor you will:

- Apply good knowledge and understanding of frontline Property Delivery practices to influence the identification of issues, development of policies, strategies, and practices to support successful implementation and ongoing practice improvement.
- Support the roll-out of changes to policies, strategies, and practices.
- Support activities to evaluate the effects of practice improvement initiatives to determine if they are achieving the intended outcomes and work closely with others across School Property to improve effectiveness/resolve issues as necessary.
- Provide the 'frontline' perspective and input into key projects within School Property and the wider Ministry, championing and supporting integration and alignment.
- Provide advice and support for Property Delivery staff (especially in regions) in response to queries about operational policy and practice.
- Work closely with the other Operational Practice & Funding team members to support overall practice improvement and frontline capability development.
- Work collaboratively and effectively as part of the Operational Practice team and the wider Property Delivery team, contributing to the goals and objectives of the team.
- Proactively engage with other teams to gather input on continuous improvement focus and initiatives.
- Support the provision of analysis and reporting on business information, noting trends recommending actions or strategies to address problem areas or take advantage of opportunities.
- Make decisions in accordance with the Ministry's policies and delegations framework.

As an Advisor in the **School Funding team** you will also:

- Support school funding processes and the allocation of funding including processing funding submissions to ensure they are consistent with policies and delegations, and decisions are made against appropriate priorities.
- Support the delivery of funding calculations to ensure accuracy of budgets and payments.

As an Advisor in the **Knowledge Hub team** you will also:

- Update and maintain internal guidance for staff in the Operational Practice Framework (Knowledge Hub).
- Draft and publish weekly communications (Operational Updates) to staff.

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- Develop practice guidance and communications to support successful implementation of process and practice changes through the Knowledge Hub.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience and proven expertise in an Advisor role responsible for the development and implementation of service-focussed practice guidance, preferably in a large and/or complex operational delivery context.
- A track record of success and results in project planning and project management.

Ngā Āheinga | Capabilities

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

- Excellent interpersonal and communication skills.
- A track record of bringing people 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.
- A commitment to ongoing personal and professional development.
- Good understanding of service design principles, proven expertise in the development of practice standards and guidance, and evaluation methods.
- Sound knowledge of the Government's direction, policy priorities, and budgeting processes.
- The ability to make sound decisions within short timeframes and effectively 'think on your feet'.
- Ability to think logically and strategically
- Ability to prioritise and multi-task in an environment where workloads can escalate quickly.
- Gets first-hand customer information and uses it for improvements in products and services

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

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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