



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## HR Advisor - Change

Business Group	Te Pou Rangatōpū   Corporate
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 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 the 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 HR Advisor Change will work closely with our HR Change Leads to champion organisational design and change. This role will support the programme to deliver high-impact change initiatives across the organisation.

## 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

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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 an HR Advisor, you will:

- Provide professional HR and change advice, services and support the Ministry's People Strategy outcomes.
- Build and maintain effective relationships with managers and employee representatives in order to deliver trusted and credible services to customers. Know the business in order to align advice and initiatives with business needs and priorities.
- Work closely with other People Capability professionals, Senior HR Advisors, Assistant Advisors and the Change team to ensure a cohesive and joined-up approach across client groups.
- Provide sound employee relations advice to managers and assist them to resolve issues more proactively and effectively.
- Support and implement HR policies, projects, initiatives, and reviews as required to support the Ministry to become a high performing organisation.
- 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 qualifications:

- Fully competent at HR Assistant Advisor level; and
- An HR qualification and/or minimum of 2 years' experience in an HR advisory role

## Ngā Āheinga | Capabilities

To be successful in this role you will have or be able to develop the following capabilities and competencies:

- Able to apply sound professional practice, knowledge, strategies, tactics, and processes to address business issues in:
- Workforce capability development
- Performance management
- Change management
- Sourcing, selection, and retention
- HR policy development
- Talent management and succession planning

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You will also have the following characteristics;

- **Curious** – shows curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.
- **Honest and courageous** – stands by advice and able to work through challenging conversations
- **Resilient** – shows composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.
- **Self-aware and agile** – leverages self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people
- **Interpersonal savvy** – establishes and maintains effective relationships with customers and gains their trust and respect.

## 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.



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### Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	February 2023
Approved By	Manager Advisory