



Ngā Kōrero e pā ana ki te Tūranga Job Description

Principal Advisor

Business Group	Te Pou Kaupapahere
Location	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 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 Principal Advisor provides expert advice and high-level support to Te Pou Kaupapahere and the Office of the Hautū. The role leads the development and delivery of complex, high-impact products from the group's work programme and provides advice on ministry-, group- and team-level projects and systems.

On behalf of the ministry, the role supports the Minister of Education in recognising achievement in the Education System by leading the work on the Honours process. This requires managing complex relationships, navigating ministerial expectations, and ensuring the Ministry's responsibilities are delivered to a high standard.

Reporting to the Director of the Office of the Hautū, this role has a key role in supporting the Office of the Hautū in putting in place best practice approaches, managing specific and ad hoc tasks and administrative functions



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

across the business group to ensure the efficient and effective provision of information and deadlines and deliverables are met.

As Principal Advisor, you will oversee and be responsible for the day-to-day management of specific tasks and will proactively identify opportunities for the development and promotion of continuous improvements within the team, group and wider 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 supports high performance, collaboration and problem solving.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

As the Principal Advisor within the Office of the Hautū, you will:

Regular reporting and annual processes

- Lead and manage the timeframe, process and delivery of the Ministry's work in relation to the different APH Honours work throughout the calendar year.
- Manage the administrative, stakeholder and delivery responsibilities for the cross-agency publication of the Student Loans Annual Report.
- Lead cross government reporting requirements that have a policy input on behalf of Te Pou Kaupapahere managers.
- Maintain a group wide work programme that supports reporting and decision making at a team, group, leadership team and SLT level
- Provide expert advice to develop and maintain group wide and group specific dashboards that provide detailed reporting metrics and data points that facilitate LT discussions.

Information Management, Systems and Processes

- Provide complex, timely, quality, and responsive advice on the development and maintenance of a risk



Ngā Kōrero e pā ana ki te Tūranga

Job Description

monitoring and management culture that aligns with that of the wider Ministry. Working across the group to ensure messaging, training and development of skills exist that supports the embedding and growth of this focus.

- Act as a trusted advisor for the continuous improvement focus on the business systems and processes utilised by the group, drawing on internal and external examples of best practice.
- Review business continuity processes to ensure fit for purpose and develops systems that align across groups within Te Pou Kaupapahere as well as the wider Ministry.
- Provide advice and information in response to business requests.

Strategy

- Provide support to the Director of the Office of the Hautū in the provision of support and advice for the group through the different service streams offered through the Business Support and Ministerial teams.
- Lead collaborative working relationships within Te Pou Kaupapahere | Policy and the wider ministry to design and develop business strategies, initiatives, products and services that align with the groups purpose and vision and that will ensure quality outcomes are achieved.
- Work in partnership with kaimahi Māori to incorporate te Tiriti o Waitangi partnership principles into the groups processes and systems.
- Proactively identify and drive opportunities for the Group to enhance its processes and align across Te Tāhuhu.
- Manage risks, issues and escalations within the group appropriately.

Service Delivery

- Provide advice to the Leadership Team and their Managers on identified issues and opportunities.
- Provide ad hoc (proactive and requested) content in a timely and accurate manner to support decision making at a group and leadership team level.
- Lead timely and responsive delivery of projects that align to Ministry and business group priorities
- Champion and influence an innovation and continuous improvement focus across the 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:

- Experience working across complex organisations
- Experience developing and embedding business improvement systems and processes that encompass a broad spectrum of stakeholder views and business requirements
- Demonstrated ability and experience working effectively within a political environment
- Ability to operate in a complex and ambiguous environment, with strong problem-solving ability, particularly when dealing with complex issues.
- Ability to plan and manage a complex, often demand driven work programme while still achieving longer term objectives. Can marshal resources (people, funding, material and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses personal and organisational resources effectively and efficiently



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

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.
- Excellent research, analytical and problem-solving skills, with the ability to lead the development and delivery of complex analysis and initiatives
- Strong communication skills, including the ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.
- The ability to work independently and collaborate in a fast-paced environment, with high attention to accuracy and detail, managing priorities and risks.
- Proven ability of relationship building and management experience including liaising with, communicating to, consulting with, and influencing stakeholders.
- Ability to work flexibly across the Office of the Hautū and the various groups within Te Pou Kaupapahere
- Competent in the use and development of relevant electronic and online tools (standard MOE office suite).

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.



Ngā Kōrero e pā ana ki te Tūranga Job Description

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	January 2026
Approved By	HR Advisory