

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Advisor, Performance

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Salary band	A8

### 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 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

Performance and Risk is a small, high performing team leading best practice in performance reporting and enterprise risk management. The Performance Team's role is to support organisational performance improvement through clear and transparent monitoring and reporting against the planning and performance framework for Te Tāhuhu | the Ministry.

The role of the Senior Advisor Performance is to work with key stakeholders throughout the organisation to enable effective organisational performance management and reporting. This includes leading the collation and preparation of quarterly performance accountability reporting, supporting the annual reporting processes and working with others to support the development and review of key organisational performance frameworks and measures.

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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, you will:

- Lead the development and production of the Ministry's key quarterly performance accountability documents and reporting.
- Support the Principal Advisor Performance in the development and production of the Annual Report and other performance accountability related reporting.
- Build and maintain relationships with key stakeholders (including external stakeholders) and users of performance information and collate information, prepare reports and undertake analysis on organisational performance as required.
- Support strategy and planning development processes and the preparation and review of fit for purpose performance measures to inform and monitor organisational performance and ensure accurate data dictionaries are in up to date and maintained.
- Work with others across the team and Ministry to develop and implement monitoring and reporting approaches that keep the Ministry's key governance bodies informed of progress in implementing agreed strategies and of their effectiveness in achieving the required objectives.
- Ensure communications are timely, easily understood and meet the needs of the audience.
- Help create a supportive and positive environment, helping others develop and achieve and acting in the interests of the team.
- Support the Manager Performance and Risk in their leadership of the team by identifying opportunities to share leadership challenges and becoming a trusted source of advice and support for team members.

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:

- Recognised experience in performance and/or strategy reporting within the public sector.
- Knowledge and understanding of the machinery of government, public sector accountability and performance management and reporting processes.

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- Experience in building and maintaining working relationships and partnerships to achieve shared outcomes.
- Proven analytical and writing skills.
- Strong project management skills.
- Relevant tertiary qualification or equivalent level of practical experience required.

## 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.
- Understanding of the machinery of government and overall government planning, reporting and accountability processes.
- Strong writing skills and experience in preparing reports and proposals for a wide range of audiences.
- Demonstrated analytical and problem solving ability, particularly when dealing with complex issues.
- Demonstrated ability to build and sustain networks of internal and external contacts to enhance performance.

## 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	28 August 2023
Approved By	HR Advisory team