



Ngā Kōrero e pā ana ki te Tūranga Job Description

Senior Advisor, Information Management

Business Group	Data and Insights
Location	Flexible
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 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 Senior Advisor Information Management is responsible for ensuring the effective and responsible collection, management and use of Education data and information. The Senior Advisor provides advice to a wide range of stakeholders, and supports the practices, relationships and behaviours that maintain the Education Sector's confidence in data and information.



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Job Description

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, Information Management you will:

- Advise on, and apply key principles, rules and standards on the collection, management and use of data and information.
- Provide advice, develop, and design information sharing arrangements and formal agreements required to implement safe and compliant data sharing and use
- Undertake privacy impact assessments, ethical data use reviews and other assessments against Ministry and government data and information policy
- Contribute to the provision of trusted advice and services to the Minister and other senior stakeholders, including supporting the development of policy and other formal documentation.
- Proactively establish and maintain effective working relationships with internal and external stakeholders, understand their needs and ensure delivery of fit for purpose data products and services
- Contribute to wider sector information sharing goals, strategies and procedures, including third parties that use data collected and managed by the Ministry.
- Engage closely with other Education and wider government agencies, Ministry business groups, teams and programmes to ensure a consistent and collaborative approach to sector data.
- Support key relationships with Māori, Iwi and their representatives to ensure that meeting the needs and aspirations of Māori learners and their whānau is at the heart of our data ecosystem.
- Support the effective operations of the centralised information management advisory service.
- Support the development and management of data products, tools and services.
- Provide support for governance structures and practices over the use of data and information across Ministry programmes.
- Deliver training, support, and championship to promote a culture of privacy, and appropriate data use.

You will make decisions in accordance with the Ministry's policies and delegations framework.



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Job Description

Wheako | Experience

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

- A relevant tertiary qualification at least 5 years of data and information management experience
- Working in a complex organisation contributing to data and information programmes of work.
- Building relationships and partnerships to achieve shared outcomes.
- Experience in applying information governance, data management, or privacy practice with a focus on personally identifiable information.
- Experience in the delivery of data and information services, supporting associated governance settings, and applying policy and standards
- Working knowledge of emerging issues around data sovereignty, ethics, transparency and the appropriate use of data
- Working knowledge of data environments and technologies, and the operational delivery of data, reporting and analytical services.

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.
- Strong presentation, written, and verbal communication skills.
- Analytical and creative problem-solving skills.
- Ability to work with diverse teams (both within and external to the Ministry) to deliver projects or work programmes of variable complexity and scale.

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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, confident, 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



Ngā Kōrero e pā ana ki te Tūranga

Job Description

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	December 2025
Approved By	HR Advisory Team