



Ngā Kōrero e pā ana ki te Tūranga Job Description

Senior Education Adviser

Business Group	Te Mahau Takiwā
Location	Regionally Based
Salary band	A7

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 Education Adviser provides advice and guidance to the schooling sector to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies. The role enables the positive changes required to lift aspiration and raise educational achievement for every New Zealander. It also engages with the learning community to broker and support the implementation of services, projects and initiatives.



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Ngā Haepapa | Accountabilities

As a specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau
- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Collect and use regional data and insights to make evidence-based decisions and recommendations on operational issues.
- Contribute to an effective team, both nationally and regionally, with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Make decisions in accordance with the Ministry's policies and delegation frameworks.

As the Senior Education Adviser, you will:

- Provide tailored and responsive services and support for a portfolio of schools, kura and the wider community as appropriate, keeping records of all engagements.
- Build and maintain deep relationships with the schools, kura and communities in your portfolio.
- Provide advice and guidance on the implementation of services, projects and initiatives.
- Provide advice on delivery issues, operational perspectives and policy implications with robust quality assurance, consistency, and monitoring of public expenditure for services and projects.
- Support student attendance in schools by managing student support cases, and by working with schools and kura to design and implement attendance and engagement plans.
- Maintain and apply an understanding of the statutory and regulatory framework that the Ministry operates within.
- Support the implementation of Ministry changes and new initiatives, keeping abreast of Ministry work progress and developments in the education sector, identifying implications and opportunities.
- Contribute to improvement -focused action across a community pathway within a regional integrated team.
- Draw on a range of evidence to inform implementation and planning.
- Use a range of organisational and facilitation skills to deliver a responsive service.
- Foster the development of collaborative relationships widely in the community.
- Demonstrate the significance of identity, language and culture in your work, and engage effectively with Māori ākonga and whānau and Māori organisations.
- Give expression and practical effect to Te Tiriti o Waitangi (Te Tiriti) within all team activities.
- Take a continuous improvement approach, be willing to adopt new ideas and constructively challenge existing data, information, systems and processes.



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Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Relevant tertiary qualification or equivalent level of practical experience required.

Wheako | Experience

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

- Experience at a practical level in, and knowledge of the schooling sector and associated legislation and regulations
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in building relationships and partnerships to achieve shared outcomes.
- An understanding of project planning and implementation prioritisation, evaluation, communication and relationship management.
- Experience of providing high quality and timely advice, written and verbal
- Working co-operatively and flexibly with others to solve problems or complete tasks.
- Ability to operationalise and implement policy
- Analysis and problem-solving ability
- Awareness of, and sensitivity to, the particular needs of the Ministry's priority learners
- Relationship and stakeholder management experience

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.
- An ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- A track record of building and maintaining trusted relationships with (as appropriate):
 - Colleagues
 - Stakeholders
 - Māori and iwi
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Resilience to deal with pressure in a mature way.
- A positive attitude to ensure work progresses appropriately with all involved.
- Initiative – proactively looks for new and innovative ways of approaching situations and solving problems.
- Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities.



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- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

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, 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
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 2024
Approved By	HR Advisory Team