

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Advisor, International Engagement

Business Group	Te Pou Kaupapahere
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 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

As a trusted Advisor support engagement with key relationships and use your knowledge to provide advice and guidance on International Engagement. You can lead portfolio areas of work, establish relationship and use your policy advisory skills to drive and support the Ministry's international engagement priorities.

Ngā Haepapa | Accountabilities

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As the Advisor, International Engagement, you will:

Strategic Advice

- Work with the Secretary General of the New Zealand National Commission for UNESCO to provide secretariat services that support the work of the National Commission and its priorities
- Work in close collaborative ways to provide advice and planning for activities, and for participation in the education work programmes of multilateral organisations in which the Ministry is involved
- Advise on operational implications of policy developments and respond to or refer enquiries regarding international engagement, policies and regulations
- Provide written responses to enquiries, Ministerial requests and any other written material as appropriate.

Relationship Management

- Foster effective approaches to support communication and co-ordination across wider Ministry teams.
- Engage with key stakeholders to deliver tailored work directly to in response to requests from Ministers, the National Commission or other government agencies.
- Invest in strong working relationships across key government agencies to ensure effective management of cross-government programmes
- Represent and advocate on behalf of the Ministry and the Secretariat of the National Commission at officials' level and to professional and interest groups in the sector
- Demonstrate sensitivity towards the management of challenging or complex relationships and issues.

Leading and Delivering work

- Lead portfolio areas of work with support from the Secretary General and other senior colleagues for more complex work
- Assist with the development of effective systems to coordinate and manage international engagement, including rules, procedures, information management and reporting
- Provide coordination and secretariat support to international and interagency meetings, working groups, visiting delegations.
- Deliver work with pace, agility and impact.

Teamwork and team performance leadership

- Support a culture of achievement and excellence by providing technical input, mentoring, and peer review to others in the team.
- Contribute to cross-disciplinary teams and projects, including those involving external participants when necessary

Information and communications

- Keep the Secretary General, senior teammates and the Manager well informed of progress on work tasks, emerging issues, and difficulties.
- Communication and consultation with internal and external stakeholders.

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:

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- Experience and achievement in managing relationships, ideally in a government context
- Demonstrated strong problem-solving ability, particularly when dealing with complex issues
- Demonstrated strong results orientation
- Demonstrated ability to identify and effectively manage risks to minimise impact on desired outcomes
- Ability to use policy advisory skills to drive and support the Ministry's international engagement priorities

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Tertiary qualification in Education, International Relations or related fields
- An interest in Youth Engagement
- Understanding of the education system and familiarity with current policy priorities
- Interpersonal savvy to relate well with all kinds of people within and outside of the organisation
- Able to look towards the broadest possible view of an issue/challenge.

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.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	19 May 2023
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Approved By	Gian Retales, Senior HR Advisor
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