



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Advisor, International Engagement

Business Group	Te Pou Kaupapahere   Policy
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 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

As a trusted Advisor, you will support International Engagement by providing key advice and guidance domestic and international matters and relationships that support the New Zealand education system and our relevant multilateral obligations and activities.

You will support key portfolio areas, establish trusted relationships with stakeholders, and provide timely and effective policy advice to drive and support the Ministry's International Engagement priorities.

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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 Advisor, International Engagement you will:

- Provide advice to key internal and external stakeholders on International Engagement activities and priorities.
- Provide written responses to enquiries, Ministerial requests and any other key stakeholders regarding International Policy and regulations.
- Foster effective approaches to support communication and co-ordination across wider Ministry teams.
- Engage with key stakeholders to deliver tailored programmes for international delegations directly in response to requests from Ministers, 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 at officials' level and to professional and interest groups in the sector
- Demonstrate sensitivity towards the management of challenging or complex relationships and issues.
- Lead portfolio areas of work with support from Senior, Lead and Chief Advisors 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.
- 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 as necessary.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience and achievement in managing relationships, ideally in a government context.
- Demonstrated strong problem-solving ability, particularly when dealing with complex issues.
- 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:

- 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 education system and familiarity with current policy priorities

### 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.



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### **Ngā Whakaaetanga | Approvals**

Date Reviewed and Approved	July 2025
Approved By	HR Advisory Team