

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Advisor, Records & Document Management

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Salary band	A5

### 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

The Advisor Information Records & Document Management supports the management and development of the Ministry's document and records management systems, processes, and functions.

The role supports the development, implementation and maintenance of document and records management Information Architectures and processes and leads engagement across the Ministry to ensure Records and Document Management solution support and enhance the core business of the Ministry of Education.

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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, Records & Document Management you will:

- Actively work with the Records Services team to deliver on the team's strategic and operational planning.
- Supports customers and stakeholders across the Ministry to use Records Management tools and resources to support their work and the Ministry's needs.
- Contributes to the implementation of the Ministry's Document and Records management architecture: Information classification structures, security models, metadata schemata, findability tools and strategies, Disposal Authorities and processing.
- Contributes to the development and maintenance and reporting of systems performance measures.
- Works with the Records Services team to support the use of key Document and Records Management tools.
- Supports training programmes and ad hoc training sessions and helps keep training resources up to date.
- Performs the day-to-day management records and Document Management tasks (eg system maintenance and reporting, user support, physical records management, Information requests) as agreed with the team as a whole.
- Support monitoring and reporting on the nature and volume of requests of the records Services team.
- Contribute to advice to the Manager Records Services across a range of issues relating to the portfolio.
- Support effective relationships across the Ministry and with external partners such as vendors, developers, and other government agencies.
- Actively seek personal and professional development opportunities to enhance skills, knowledge, and experience.

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

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### Wheako | Experience

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

- Experience in Document and Records management or Information Management an advantage
- An understanding government architecture and metadata models, as well as relevant legislation such as the Public Records Act (2005), the Archives NZ Information and Records Standard (2016), the Privacy Act (2020), and the Official Information Act (1982).
- Business Analysis and Business Processing experience is advantageous.
- Practical experience in using and supporting Enterprise Content Management systems and records management systems is advantageous– in particular, Microsoft 365 tools.
- A tertiary qualification preferably post-graduate in information management information systems, or a related field.

### Ngā Āheinga | Capabilities

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

- Ability to bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Excellent interpersonal and communication skills.
- Ability to building relationships and partnerships to achieve shared outcomes.
- Ability to analyse and structure organisational information at scale.
- Ability to support information management systems and processes across formats.
- 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, 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 Kīpa   Achieving equitable education outcomes for Māori	Developing
Pou Aroā   Critical consciousness of racial equity for Māori	Developing



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## **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	5 April 2024
Approved By	HR Advisory team