

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Office of the Hautū

Business Group	Te Pae Aronui Operations and Integration
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 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 Senior Advisor, Office of the Hautū works as part of a small, agile and responsive team that maintains good relationships across all parts of Te Pae Aronui | Te Mahau, the wider Ministry and Ministers' offices to triage requests, clarify commissioning, co-ordinate responses and maintain the consistency and quality of ministerial advice, and internal/external communications.

As the Senior Advisor you will be responsible for commissioning and coordinating:

- Quality and timely Ministerials (correspondence, OIA requests, Parliamentary Questions).
- Whole-of-Group advice to support cross Te Mahau and Ministry requests.
- Te Pae Aronui | Te Mahau media responses.

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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 Senior Advisor, Office of the Hautū you will:

- Develop and maintain a rolling programme of priority activities across the group and ensure appropriate communications and planning considerations are addressed.
- Manage the workflow for correspondence in and out of the Office of the Deputy Secretary.
- Identify activities that need a coordinated approach and work to ensure integrated planning, delivery and reporting.
- Coordinate, quality assure and prepare information and required reports.
- Anticipate, identify, and respond to emerging risks. Advising on priorities and focusing effort where it has the most impact. Reporting or escalating where appropriate.
- Maintain high-level oversight across projects and initiatives, analysing for trends, emerging risks, opportunities, and solutions. Support the development of policy and project design.
- Lead implementation of assigned new initiatives, ensuring solutions maintain their intent, are consistent with business processes and lead to effective practices.
- Support the smooth implementation of new processes by identifying and modelling new ways of working and providing guidance and leadership to colleagues.
- Give expression and practical effect to Te Tiriti o Waitangi (te Tiriti) within all activities.
- Contribute as a member of the Office of the Hautū to build the capability of the team. Promoting attitudes and behaviours that contribute to the overall culture of the Office of the Hautū, respecting our obligations to te Tiriti.
- Effectively manage relationships with key internal and external stakeholders, to maintain a high level of trust and confidence.
- Contribute to a working environment that encourages high performance, engagement, collaboration across teams, knowledge sharing and ongoing learning.
- Build trust and work collaboratively when engaging with stakeholders, and internal and external experts, to support decision making, and make sustained improvement and change.
- Contribute to capability building in others through coaching, mentoring, quality assurance, and proactively sharing knowledge and expertise.

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- Contribute to the direction of the Office of the Hautū and promote an understanding of Te Pae Aronui | Te Mahau, or the Ministry's, relevant strategies or positions on issues both internally and externally.
- Build strong, sustainable relationships with internal and external stakeholders. Ensure relevant stakeholders are kept informed on progress in responding to relevant issues, seeking their contributions and validation of information as appropriate.
- Use a broad range of data and information to support collaborative decision making. Guiding and influencing others in a supportive manner to achieve desired outcomes.
- Obtain relevant information from stakeholders, often under extreme urgency and in an environment of competing demands, in a professional manner.
- Provide information and assistance for the Hautū as required.

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:

- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience of Parliamentary processes, and an understanding of the Machinery of Government and the Official Information Act 1982.
- Experience managing and prioritising competing tasks and complex projects. A proven ability to work at pace to deliver quality results in a timely manner, while keeping key stakeholders up to date and informed.

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.
- Have a sound understanding of te Tiriti o Waitangi, how it impacts your work, and how to give practical effect to it.
- Strong leadership abilities, with demonstrated initiative to take proactive actions to solve or forestall problems.
- Be willing and able to question assumptions and traditional practices to provide originality of thought and develop innovative solutions.
- Able to respond flexibly to changing circumstances and requirements as they arise. Remaining calm and focused under pressure.
- Well-developed critical thinking skills to analyse information and think strategically to provide evidence-based solutions. Able to integrate 'big picture' view of goals and to achieve them.
- A commitment to ongoing personal and professional development.



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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	October 2024
Approved By	HR Advisory Team