

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Adviser, Te Ranga Taunaki

Business Group	Te Pae Aronui Operations and Integration
Location	Flexible
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 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 Senior Advisor you will support the delivery of specialist advice, contribute to the successful delivery of work programmes, and the consistent application of processes and frameworks. Senior Advisors provide support, guidance and advice to key stakeholders and decision makers, and may be required to deliver discrete pieces of work as agreed with their direct manager.

The Senior Adviser, Te Ranga Taunaki, supports Te Ranga Taunaki to focus on design from the outset to give effect to Te Tiriti o Waitangi and support Iwi and Māori to realise ākonga potential. Te Ranga Taunaki supports authentic Te Tiriti partnerships, using Te ao Māori concepts, kaupapa Māori methodology and diverse perspectives to shape and drive service design.

In addition to specifically agreed outcomes aligned with the business unit, the role of Senior Adviser may also provide advice, education, frameworks, guidance, reporting data, tools and templates as necessary.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 Adviser, Te Ranga Taunaki you will:

- Provide high-quality design advice and expertise on the priority areas of the education system, providing relevant advice which supports Iwi and Māori tino rangatiratanga in education.
- Develop and support the delivery of Te Ranga Taunaki function and activities.
- Support the development and implementation of the new ways of working giving practical effect to Te Tiriti o Waitangi.
- Use te ao Māori concepts, kaupapa Māori methodology and diverse perspectives to shape and drive service design to support the foundations for authentic Te Tiriti o Waitangi partnership.
- Support the mobilisation of Iwi co-designed initiatives across the permanent and flexible multidisciplinary teams with people from across the organisation on each of those initiatives.
- Prepare high quality advice as requested.
- Provide support to help others track, anticipate and respond to emerging issues.
- Working with key people across the Ministry, develop solutions to address issues.
- Prepare operational papers and correspondence including business cases and/or project plans.
- Provide support for tracking, anticipating and responding to risks and issues.
- Contribute to and co-ordinate working groups.
- Work consistently to established timeframes, managing own input, and ensuring other contributions are timely.
- Monitor progress of allocated initiatives and ensure issues are proactively escalated.
- Give effect to Te Tiriti o Waitangi by contributing to the development of framework and tools alongside Māori; developing communications with authentic use of te reo; and co-developing policies and processes with kaimahi Māori.
- Provide mentoring to staff in wider team.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Build trust and enhance working relationships by meeting commitments, proactively resolving problems and issues.
- Use a range of evidence and data to support robust monitoring and evaluation 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.
- An understanding of human-centred design principles and practices.
- Experience in designing services using Te Ao Māori principles and approaches.
- Knowledge and understanding of the New Zealand Education system.
- Proven experience of leading and fostering a collaborative and continuous improvement focused culture
- Relevant tertiary qualification in a relevant field (post-graduate preferred) or equivalent level of practical experience is desired.
- A deep understanding of Te Tiriti o Waitangi and its implications for the work of the Ministry
- Ability to work within the Ministry structures policies and priorities, influencing improvement opportunities and creating synergy.
- Previous experience of working in projects and with change.
- Knowledge of planning, risk management and performance management
- Experience liaising with, communicating to, consulting with and influencing stakeholders.
- Knowledge of issues involved in the effective implementation and achievement of outcomes in the social sector.
- Record of successful achievement in the identification, analysis and design of solutions for complex problems
- Uses positive attitude to ensure work progresses appropriately with all involved.
- Maintains and promotes social, ethical and organisational norms in internal and external business activities.

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.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- 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.
- Strong influencing, relationship management and stakeholder engagement skills
- Has credibility and ability to facilitate and negotiate with peers.
- Resilience to deal with pressure and ambiguity in a mature way
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues.
- Able to write with clarity
- Strong action orientation, initiative and ability to manage workload of competing tasks and projects.
- Ability to work at pace and deliver quality work on time

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	Confident
Pou Mana Knowledge of Māori content	Confident
Pou Kipa Achieving equitable education outcomes for Māori	Confident
Pou Aroā Critical consciousness of racial equity for Māori	Confident

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	June 2025
Approved By	HR Advisory Team



Ngā Kōrero e pā ana ki te Tūranga

Job Description