

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Education Advisor

Business Group	Te Mahau Takiwā
Location	Regionally based
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 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

The Education Advisor will support the early learning team to implement the early learning work priorities and business plans, using data and other evidence to help identify priority areas to improve participation in early childhood.

This role will support work with students, whānau and schools to identify the needs and possible solutions to increase attendance and engagement in schools. Monitoring of the implementation of projects, while working with internal and external groups.

## 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 Education Advisor you will:

- Support the integrated teams to implement the early learning work priorities and business plans.
- Support work with communities to identify the needs and possible solutions to increase attendance and engagement at school.
- Support the monitoring of the implementation of projects working with internal and external groups.
- Support the successful planning, negotiation, management, and completion of external contracts in accordance with Ministry guidelines for contract management.
- Support Senior Advisors working with schools to clarify and provide guidance to meet government goals and requirements.
- Take responsibility for the maintenance of your assigned portfolio projects to ensure that deadlines are timely and responses to the sector.
- Support and contribute to the use data and evaluation outcomes of milestone reporting to track, anticipate and respond to emerging issues to ensure the right initiatives are implemented with any support required.
- Support the smooth implementation of new policy and practice directly related to your role.
- Support the development of new initiatives, ensuring tailored solutions are appropriate and effective and maintain policy intent to ensure any projects are consistent with business processes.

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

## Ngā Kōrero e pā ana ki te Tūranga

# 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.
- A relevant tertiary qualification is desirable.
- Experience with providing quality and timely advice, written and verbal.

### 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.
- Knowledge of the Education school sector
- Knowledge of Tāhūrangi - New Zealand Curriculum.
- Knowledge of the school sector and experience in engaging priority communities.
- Awareness of and sensitivity to the needs of the Ministry's priority learners.
- A proven ability to produce consistently high-quality work and to plan workloads to meet deadlines.
- A proven ability to think strategically and creatively, focussing on Māori potential and supporting real and sustainable change.

### 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



**Ngā Kōrero e pā ana ki te Tūranga**

## **Job Description**

### **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	July 2025
Approved By	HR Advisory Team