

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Adviser, Channels and Publishing

Business Group	Te Poutāhū Curriculum Centre
Location	Te Whanganui-ā-Tara Wellington
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 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 Senior Adviser, Channels and Publishing is responsible design, development, and implementation of curriculum and assessment online and physical resources and services for teaching and learning as part of initiatives to lift ākonga achievement. The team is responsible for managing the Tāhūrangi website, which is the digital front door of Te Poutāhū.

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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, Curriculum and Publishing you will:

Advise and Support:

- Work in a collaborative way with key stakeholders to provide timely, creative, quality advice and support, as well as practical solutions for supporting core curriculum, teaching and learning development and initiatives from years 1-13 across te reo Māori and English language education pathways.
- Use knowledge from research, implementation activities, reporting and analysis of Tāhūrangi, online and physical resources and services, and lessons learned exercises to support future initiatives and design and management activity.
- Provide analysis and advice to other managers and teams throughout the Ministry to contribute to quality practice and delivery in relation to online and physical resources and services and the management of content on Tāhūrangi.
- Provide input to practice and delivery design for building products and services, from concept and prototype to implementation drawing on knowledge of effective online and physical resource and service design.
- Develop and maintain documentation to maximise access to consistent and valid information where appropriate and contribute to quality end-to-end management of Tāhūrangi and Te Poutāhū resources and services.
- Support the effective planning, development and implementation of specific areas of work, working with project teams and stakeholders.
- Provide written responses to general enquires, ministerial requests and any other written material as appropriate.

Design and Implement:

- Take a significant role planning for design and implementation of effective and workable practices and processes to develop and maintain high quality online and physical resources and services .
- Apply frameworks and methods in best practice resources for teaching and learning and digital communications and services to support design and implementation, with a focus on meeting the practical

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and diverse needs teachers and leaders have in relation to resources and providing a high-quality user experience.

- Establish and coordinate information collection, planning and consultation processes which feed into the development of online and physical curriculum and assessment resources and services and a high-quality user experience of Tāhūrangi.
- Work consistently to established timeframes, managing own input and ensuring others' contributions are made to enable work to progress.
- Coordinate assigned projects / sub-projects to the agreed scope, schedule, budget and quality standards.
- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities and focusing effort when it has the most impact.
- Lead specific projects and initiatives and support other team members.

Monitor and Report:

- Contribute to assessing and reporting on the effectiveness of online and physical resource designs in the context of improved teaching and leadership using data from environmental scanning, sector feedback, data analysis and evaluations.
- Use a range of evidence and data to support robust monitoring and evaluation of project progress, contract outcomes and reports, assure quality, consistency and performance of contracted providers, justify decision on investment and ensure effective management of public expenditure
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.
- Report on and monitor the performance and quality of content on Tāhūrangi and the overall user experience, ensuring content, user experience and technical issues are raised quickly with the appropriate team.
- Use data and information on the use and impact of online and physical resources, including the overall user experience and impact of Tāhūrangi and ensure that this knowledge is regularly refreshed and fed back to the teams.
- Develops and oversees processes for the coordination of group communications and report tracking progress.

Build Relationships and Collaborate:

- Build trust and work collaboratively when engaging with stakeholders, internal and external experts, to support decision making and sustain improvement and change.
- Approach the planning, design and implementation of resources in ways that appropriately engage and learn from diverse cultural and disability communities and backgrounds, including those who access learning support or deliver specialist education.
- Contribute to and coordinate working groups, sector meetings, forums and interagency meetings as required to effectively progress solutions to complex issues and ensuring all diverse stakeholders have a voice.
- Maintain robust relationships with contracted providers.
- Support the team to provide high quality service to the sector, the Ministry and Government.

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 a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Knowledge of the education sector.
- Understanding of The New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki and approaches to curriculum development and design.
- Experience in online and print publication and management of website content.
- Excellent attention to detail and strong analytical skills, including ability to support the development and delivery of complex analysis, business cases and advice.
- Excellent written and oral communication skills, with a particular focus on online communication.
- Ability to influence and persuade others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.
- Ability to work flexibly across the work area and an ever-changing environment.
- Knowledge and expertise within the field of Te Ao Māori, including the ability to communicate in te reo Māori, is an advantage.

Ngā Āheinga | Capabilities

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

- An understanding of the role of Te Tiriti o Waitangi in the education sector.
- A track record of bringing people together and leading the delivery of high quality user-focussed products.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Ability to work flexibly across the work area and an ever-changing environment.
- Has a breadth and / or depth of experience which makes them a 'go-to' person.
- Resilience to deal with pressure in a mature way.
- Ability to convey abstract and/or complex ideas in clear, practical and concrete terms, tailored for the audience.
- Ability to identify risks and effective mitigation.

Tātai Pou | Our Cultural Competency

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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 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	June 2023
Approved By	Advisory Team