

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Lead Advisor, Workforce Supply (English Medium)

Business Group	Te Pou Ohumahi Mātauranga   Education Workforce
Location	Wellington
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 Lead Advisor, English Medium Workforce Supply provides expert advice and support to a team that is focused on lifting the number, diversity and calibre of the education workforce in schools, kura and early learning services. The role does this by using insights and workforce data to tailor existing incentives or to establish and shape the direction of new projects and initiatives.

The Lead Advisor will both lead and support the design, development and/or improvement of key initiatives. They will be responsible for individual projects as well as supporting and collaborating on other work undertaken by the team. You will be a curious and critical thinker and a problem solver, with policy or service design skills, who can present complex information in easy to digest formats (including visual, written and verbal).

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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 Lead Advisor, English Medium Workforce Supply, you will:

- Contribute to collaborative working relationships within Te Pou Ohumahi Mātauranga | Education Workforce Supply and Leadership across Te Tāhuhu o Te Mātauranga | The Ministry of Education and key stakeholders to design and develop initiatives products and services that will ensure quality outcomes are achieved.
- Lead projects and initiatives to develop solutions to complex issues and support rollout to ensure new or amended initiatives, services and investments are transitioned effectively into the sector.
- Interpret research and data from a wide range of sources, to support the design and development of policy and initiatives. Facilitate a change and inquiry process where required.
- Provide high quality and responsive advice to Ministers, senior leaders and the sector related to Education Workforce Supply issues and initiatives.
- Identify and lead tasks that require a co-ordinated approach and work within Te Pou Ohumahi Mātauranga, across the Ministry, and with other agencies or stakeholders to ensure integrated planning and solutions are implemented.
- Lead and coordinate working groups, sector meetings, forums and interagency meetings as required to support delivery of the work programme.
- Coordinate and deliver projects and sub-projects to agreed scope, schedule, budget and quality standards.
- Ensure smooth implementation of new policies or business processes so that they are incorporated into initiatives with no or minimal disruption in achieving outcomes.
- Establish and co-ordinate collection of information, planning and consultation process which feed into the development of programme design.
- 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 decisions on investment.
- Build trust and work collaboratively when engaging with internal and external expert, stakeholders, and project managers to support decision making and sustain improvement and change.

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- Contribute to sector meetings, forums and interagency meetings as required to support delivery of the work programme.
- Lead the design and develop of the advisory groups and other workforce or qualification and training development projects.
- Prepare Ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, and other relevant documents.

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.
- Demonstrated experience in providing strategic advice.
- Demonstrated understanding of the Machinery of Government.
- Understanding of the New Zealand Education system.

## Ngā Āheinga | Capabilities

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

- Excellent research, analytical and problem-solving skills, with the ability to develop and deliver complex analysis, and advice.
- Strong communication skills, including the ability to convey complex ideas clearly and precisely, and tailored to the audience.
- The ability to work independently and collaborate in a fast-paced environment, with high attention to accuracy and detail, managing priorities and risks.
- The ability to provide mentoring and coaching to other team members where appropriate to build capability across the team.
- Excellent interpersonal skills.
- The ability to use data and insights to identify trends, risks and opportunities, to influence and guide decision making.
- A commitment to ongoing personal and professional development.
- Demonstrated ability of relationship building, including liaising with, communicating to, consulting with, and influencing stakeholders.
- Competent in the use and development of relevant electronic and online tools (standard MOE office suite).
- Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principals of te Tiriti o Waitangi (the Treaty of Waitangi), and how it applies in the public sector.

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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, 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	August 2023
Approved By	HR Advisory Team