

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, Office of the Hautū

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

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 āianeī, 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 Principal Advisor, Office of the Hautū provides leadership on strategic and operational matters of the Group.

The Office of the Hautū is responsible for business management of the group, risk and issue management, oversight of provision of corporate information, the operating model of the Group and supporting the Hautū and leadership team.

The Principal Advisor supports the Director of the Office of the Hautū through providing strategic leadership and advice to support Te Pou Rangatōpū to operate, improve and meet changing customer needs.

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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 Principal Advisor, Office of the Hautū, you will:

- Contribute to the leadership of the Office of the Hautū – to enable delivery across Te Pou Rangatōpū and to support the group to exercise best practice and adhere to relevant legislation.
- Provide thought leadership and support for the Director of the Office of the Hautū and facilitate advice to the Hautū.
- Support the optimisation and evolution of the operating model to ensure fit-for-purpose delivery across the group, including receiving and implementing feedback for improvement of the Office of the Hautū and supporting Te Pou Rangatōpū specialist portfolios to use insights to continuously improve.
- Provide leadership advice on risk and issue management to support appropriate escalation and resolution.
- Undertake and coordinate business management activities across Te Pou Rangatōpū including budgeting, planning and risk and assurance.
- Support, implement and role model Te Pou Rangatōpū strategies and initiatives within your group, including those relating to sustainability.
- Advise and support internal boards as required.
- Contribute advice to support the group's compliance with internal policy and process, strengthening how the group build the second line of defence into work practices.
- Provide leadership in the team's engagement and ways of working with the Te Pou Rangatōpū Integration Services function which overtime will be the primary entry point into Te Pou Rangatōpū for internal customers.
- Provide leadership and advice that enables the function to deliver greater responsiveness, accessibility and integrated advice and services, working closely with the Integration Services function to provide specialist, integrated services in a packaged up, accessible way.
- Engage with relevant Ministry networks.

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.
- Experience in the implementation, monitoring and improvement of organisational systems, frameworks and processes.
- Experience in managing organisational change aligned with strategic priorities that deliver intended outcomes.
- Experience in leading collaboration and continuous improvement, and in fostering inclusive and diverse teams to create a safe, open and responsive culture.
- Sound understanding of Machinery of Government, public sector delivery structures and systems.
- Understanding of the Treaty of Waitangi and its implications for the work of the Ministry.

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.
- A proven track record of building and maintaining trusted relationships with colleagues and stakeholders.
- Sound political awareness and knowledge of government processes, with proven ability to navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

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



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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	April 2023
Approved By	HR Advisory Team