

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Evaluator

Business Group	Te Pae Aronui Operations and Integration
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 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 Principal Evaluator provides leadership and guidance in evaluation design, coordination of evaluation activities, and helps build evaluation capability across the Ministry to support the use of high-performing data and evidence to inform decision-making against the Education Priorities.

The Principal Evaluator is responsible for promoting the effective use of evidence by providing high quality advice so that the Ministry, early learning providers, schools, education professionals, parents, whānau, learners and communities can put their efforts in the right place, in the right way, at the right time, to enable learners to succeed.

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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 Evaluator you will:

- Design and, where appropriate, oversee complex research and evaluation projects that enhance our understanding of the Education Sector.
- Contribute to policy and implementation to shape a programme of timely, high-quality, and strategic evaluation within the organisation which supports the Ministry's priorities and is relevant to the Ministry's strategic goals.
- Advise on innovative ways to improve the communication and translation of data and evidence to strengthen policy and decision- making.
- Provide original thinking, challenge the status quo and design innovative ways to present the Ministry's advice.
- Manage the development, implementation, and maintenance of frameworks and methodologies, quality assurance processes and professional practice models across the Ministry that strengthen and contribute to a standardised evaluation and evidence process.
- Mentor and direct the team to provide high quality service to the Ministry and Government as a centre for research and evaluation expertise and excellence.
- Support the growth of team members' capability to respond to changing client expectations and to take on cross-team roles and tasks within the Data & Insights Group.
- Shape the development and implementation of Ministry-wide research and evaluation standards, both within the Ministry and with partner agencies.
- Lead and shape the research and evaluation agenda across the Ministry.
- Lead and support activities that actively grow and contribute to evaluation capability building across the Ministry.
- Guide (or manage project teams, procure, or manage contracts to undertake) Ministry research and evaluation activity associated with specific educational policies, programmes and practices.
- Provide advice and direction for the team in identifying relevant issues and information in response to strategic policy and operational needs.
- Where required, provide input into Ministerial correspondence (ministerial office requests, draft replies,

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parliamentary questions, Official Information Act requests), ensuring that the required information is clear, concise, accurate and timely.

- Advise staff in the appropriate processes to follow and the nature and style of communication required in Ministerial correspondence.
- Maintain awareness of the political sensitivity of financial and other information handled and produced by the team and apply this effectively.
- Manage relationships with key stakeholders and ensure that the work of the team is aligned with Ministry objectives.
- Actively seek feedback on the performance of the team and promote a culture of continuous improvement.
- Work to develop and improve quality control in the team ensuring that work withstands internal and external scrutiny.
- Ensure documentation procedures are developed and maintained.
- Ensure that legislative requirements (Official Information Act, Public Finance Act, Privacy Act) are met.

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:

- Specialist tertiary qualification in a relevant field, or equivalent level of practical experience.
- Principal level experience in evaluation and research design and methodologies, such as survey design and analysis, qualitative and quantitative data collection and analysis, and cross-cultural methodologies.
- Experience in giving practical effect to Te Tiriti o Waitangi through evaluation and research design.
- Experience in Kaupapa Māori and/or Pacific Island research and evaluation methodologies.
- Experience in engagement practices, including working with hard-to-reach communities, young people, and Māori and Pacific Island communities.
- Experience working for government, Education Agencies, or other large organisations.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Project/programme management experience or knowledge.

The following will be an advantage:

- Experience in social investment and 'value for money' approaches to evaluation and analysis.
- Experience working with senior leaders and across agencies to identify strategic priorities and ensuring that work programmes and approaches align with these.
- Experience in implementing a governance structure and working with and delivering to a governance groups.

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Ngā Āheinga | Capabilities

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

- Excellent interpersonal, written and oral communication skills including negotiation and facilitation skills, applied across a range of cultural contexts.
- Experience communicating technical information to a non-technical audience.
- Knowledge and understanding of relevant professional research and evaluation codes and standards and the ethical issues involved in releasing sensitive information into the public arena.
- A continuous improvement approach, willingness to adopt new ideas and constructively challenge existing data, information, systems, and processes.
- Ability to navigate complex political situations effectively and efficiently to function under pressure or in situations which are highly ambiguous.
- Ability to work collaboratively, and develop and maintain a shared work programme with other agencies in the Education sector
- Demonstrated highly developed problem solving and analytical skills and experience. Able to see innovative solutions to technical problems.
- Ability to relate well to all kinds of people, at all levels, inside and outside the organisation, build appropriate rapport and constructive and effective relationships.
- Effective use of diplomacy and tact to diffuse tense situations.
- Ability to provide thought leadership, vision, and drive.
- Integrity, initiative, and commitment to quality and excellent service.
- Adaptability and the capacity to cope with a rapidly changing environment.
- A commitment to honouring our responsibilities under Te Tiriti o Waitangi.
- 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, 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



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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	June 2025
Approved By	HR Advisory Team