



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Special Projects

Business Group	Te Pae Aronui   Operations and Integration
Location	Flexible
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 Advisor, Special Projects is responsible for supporting a range of programmes and services that support student wellbeing such as the Ka Ora, Ka Ako | Healthy School Lunches Programme, the ECE Food Programme and Ikura | Manaakitia te whare tangata period products programme in school. You will provide advice, guidance, and support to schools, kura, suppliers and partners in establishing and for the ongoing success of these initiatives. This role is part of a national team with a regional focus and will need to be responsive to the needs of these initiatives in the region.

This role plays a key part in being a resource for the Ministry internally by providing specialist advice to regional and national teams and ensuring the initiatives align with wider Ministry programmes. It also includes building and strengthening interagency connections with other government departments and non-profits in the best interest of ākonga.

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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, Special Projects you will be responsible for:

#### Responding to stakeholder and Partner needs

- Ensure tailored and responsive support is provided for schools as appropriate.
- Use a range of organisational and facilitation skills to deliver a responsive service.
- Demonstrate an understanding of the significance of identity, language and culture in planning and engage effectively with Māori to deliver services.
- Foster the development of collaborative relationships through the practice of manaakitanga and whakawhānaungatanga

#### Advisory Support

- Provide specialist advice and guidance to schools and kura on the implementation of services, projects, and initiatives. This can include nutrition, food service, food safety practices and advice.
- Build capability alongside suppliers and partners to ensure they have a clear understanding of Ministry and school/kura requirements in relation to the services provided.
- Develop strong professional relationships with the wider community to ensure the projects are aligned with existing initiatives (both local and other government initiatives).

#### Contract Management

- Monitor the performance of schools, kura, partners and suppliers. Act proactively to ensure suppliers are complying with the agreed contractual standards and schools and kura are upholding their roles and responsibilities to make the programme a success. Provide specialist advice and guidance where improvements are needed.
- Lead in monitoring progress, identifying emerging issues, risks, and problem solving, ensuring all approval processes and any other programme agreed processes, procedures, standards and guidelines are followed.
- Maintain and apply an understanding of the statutory and regulatory framework that the Ministry operates within (especially the procurement framework and financial controls).
- Contribute to the financial management of the programme by ensuring the local financial controls are in place and are being managed. This includes:
  - Providing advice and broking support for schools and kura in their financial management

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- Ensuring schools and suppliers are accurately managing their ordering and invoicing, this includes identifying areas where this is not occurring and supporting solutions.

### Continuous Improvement

- Identify areas for and encourage the ongoing improvement of the programme and innovation. This can include sharing examples of best practice or identifying problems and contributing to solutions that respond to local/situational needs while remaining aligned with the national approach.
- Be proactive in the identification of problems and lead in the development of solutions that respond to local/situational needs while remaining aligned with the national approach.
- Lead and contribute to local 'on the ground' insights and a practical understanding of how the programmes or work are operating in the regions / communities.
- Provide specialist advice on delivery issues, nutrition, operational perspectives, and policy implications.
- Champion and support the implementation of changes and new initiatives.
- Keep abreast of Ministry work progress and developments in the education sector, identifying implications and opportunities.

### Monitoring, Evaluation and Reporting

- Contribute to the collation of information and data to report on change impacts, business performance, risks and major trends, and success indicators in the region.
- Keep systems up to date and accurate and ensure all services and programmes are reported on accurately.
- Identify critical gaps, risks and opportunities, and provide advice and support in addressing these.
- Report on operational delivery and provide information and resources to support delivery.

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 food service
- Experience in building relationships and partnerships to achieve shared outcomes
- Experience in engaging with iwi and hapū on work related matters
- A continuous improvement mindset with willing to adopt new ideas and constructively challenge existing data, information, systems and processes.
- Local knowledge and understanding of schools in the region
- Experience in contract management and procurement processes



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### 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.
- Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities.
- Ability to work alongside peers or those senior to ensure the delivery of written material and response to requests.
- A passion for promoting the wellbeing of children in NZ by providing equity through this universal-styled programme of lunch provision

### 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	June 2025
Approved By	HR Advisory Team