

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Advisor, Operational Design & Development

Business Group	Te Pae Aronui Operations and Integration
Location	Wellington
Salary band	A6

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

As an Advisor, you will play a pivotal role in contributing to the development and implementation of innovative solutions and frameworks within Te Tāhuhu o te Mātauranga | The Ministry of Education.

You will collaborate with internal and external stakeholders to prepare high-quality advice, contribute to a positive team environment, and support the tracking, analysis and response to emerging issues. Your work will involve using data and insights to make evidence-based recommendations and support to colleagues within our wider team.

This role is in the Operational Design and Development function of Te Pae Aronui | Operations and Integration. You will work within one or more initiative delivery team on specific Ministry priorities, which are constantly evolving as work is delivered.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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.
- Develop 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.
- Ensure timely delivery of work within established timeframes and proactively identify and address potential problems or risks.

As the Advisor, Operational Design & Development you will:

- Work in collaboration to provide timely, creative, and quality advice and support.
- When issues arise, you will raise with the appropriate people and including practical solutions for the management of issues.
- Apply sound risk management practice.
- Provide analysis and advice to key internal and external stakeholders who are working on related issues to contribute to integration and co-ordination.
- Support the identification of strategic issues and opportunities emerging from internal and external data and insights.
- Contribute to initiatives of significant complexity, leveraging your technical expertise and subject matter knowledge.
- Ensure timely delivery of work within established timeframes and proactively identify and address potential problems or risks.
- Provide advice for the design, development, and implementation of specific initiatives, based on thorough evidence and analysis.
- Support the development and maintenance of standard operating procedures.
- Contribute to a culture of agility, openness, practice excellence and continuous improvement.
- Prepare various documents including briefing notes, initiative briefs, and plans, demonstrating clear and concise communication skills to maximise access to consistent and valid information
- Contribute to and lead working groups and workshops, facilitating collaboration and knowledge sharing during the rollout of new systems and processes to ensure these are transitioned effectively into the field, and the impact of supporting resources and tools are maximised.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 effectively using known methodologies
- Demonstrated knowledge of Te Ao Māori and a willingness to continue your development and understanding of tikanga and Te Reo Māori.
- Experience responding to emerging and changing priorities as needed, balancing both operational and strategic needs
- Understanding of the machinery of government, public sector delivery structures, and systems.
- Experience of working inclusively with diverse populations.

Ngā Āheinga | Capabilities

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

- A track record of working well with others.
 - A 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 personal and professional development and and adaptability to changing priorities and situations.
- Ability to contribute to multiple objectives and initiatives simultaneously and navigate ambiguity with ease.
- Strong problem-solving skills and the ability to generate effective solutions collaboratively.
 - Excellent relationship management and communication skills, especially in written communication.
 - Knowledge of te Tiriti o Waitangi and its application in the public sector.
 - Ability to identify and analyse strategic issues and opportunities, contributing to recommendations for integration into the team's work programme.

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	Developing
Pou Mana Knowledge of Māori content	Developing



Ngā Kōrero e pā ana ki te Tūranga

Job Description

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