



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Advisor, School Transport

Business Group	Te Pae Aronui   Operations and Integration – School Transport
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 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 hāpori, 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 Advisor, School Transport will provide operational policy and advisory support to the School Transport group, with a focus on performance and promoting consistency of approach.

The Advisor, School Transport support and contribute to the development and delivery of Ministerial correspondence, briefing notes and advice to Senior Leaders and Ministers. Working within the Performance Team and across the wider School Transport group, the Senior Advisor, School Transport will also support the development and implementation of a variety of projects, including business improvement initiatives.

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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 Advisor, School Transport you will:

- Work collaboratively with key stakeholders to provide timely, creative and quality advice and support that enhances supplier performance and service outcomes and ensuring compliance with statutory/regulatory obligations.
- Contribute to the development of operational policy, tools, and resources to support consistent and effective service delivery.
- Assist in the preparation of Ministerial correspondence, briefing notes, and Official Information Act (OIA) responses.
- Provide analysis and advice to other managers and teams throughout the Ministry to support business improvement initiatives by gathering insights, analysing data, and contributing to the design of improved processes.
- Help translate policy into practice by supporting the implementation of operational initiatives and aligning activities with strategic goals.
- Contribute to the roll out and implementation of new processes and projects or programmes of work, ensuring timely and quality delivery of assigned tasks and supporting tools and resources are maximised.
- Establish and co-ordinate information and data collection in order to plan informed processes.
- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities.
- Use a range of evidence data to support robust monitoring and evaluation of project progress, assure quality, consistency and performance, justify decisions and ensure effective management of public resources. Collect data and information on sector trends, characteristics, and capabilities and ensure that this knowledge is regularly refreshed and fed back to the team.
- Build and maintain effective and trusting working relationships with internal and external stakeholders.
- Support a positive and collaborative team culture aligned with the School Transport Strategy and the Ministry's values.

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:

- Relevant tertiary qualification or equivalent level of practical experience
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes
- Experience working with complex issues and concepts
- Experience providing high quality advice within specific timeframes, written and verbal
- Experience contributing to the development or implementation of policy or operational guidance in a public sector or service delivery environment
- Familiarity with government processes, including exposure to Ministerial servicing or official correspondence
- Experience working on projects or initiatives involving data analysis, reporting, or process improvement.

## 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 working within a team environment
- 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 commitment to ongoing personal and professional development
- Delivers results by taking ownership, and being proactive and pragmatic
- Takes continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.
- Strong oral and written communications, including the ability to present complex issues clearly and concisely
- Good organisational and time management skills, with the ability to manage competing priorities.
- A collaborative and proactive approach to teamwork, with a willingness to learn and support others.
- Excellent interpersonal and communication skills.

## 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



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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