

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Lead Adviser

<b>Business Group</b>	Te Poutāhū   Curriculum Centre
<b>Location</b>	Te Whanganui-ā-Tara   Wellington
<b>Salary band</b>	A8

## 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 āiane, 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 Lead Adviser leads the development of substantial and/or complex initiatives to support progress and achievement for all students. They provide leadership and guidance about good curriculum and assessment development processes. They lead the design of rich and responsive curriculum which helps students develop the competencies they need for study, work and life-long learning.

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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 Lead Adviser, you will:**

#### **Advise and Support:**

- Lead collaborative working relationships within Te Poutāhū, across the Ministry and key stakeholders to design and develop curriculum assessment, initiatives, products, and services that will ensure quality outcomes are achieved.
- Develop and source frameworks and methods in best practice pedagogy to support design and implementation.
- Interpret research and data from a wide range of sources, reporting and analysis and evaluation, to support the design and development of curriculum and initiatives. Facilitate a change and inquiry process where required.
- Provide leadership to help others track, anticipate and respond to emerging issues that pose potential risk.

#### **Design and Implement:**

- Management of complex projects to design and develop assessment programmes, resources, and initiatives to support The New Zealand Curriculum.
- Apply innovation, investment and design frameworks and methods for the development of products and services, providing leadership and guidance on appropriate use to achieve the required outcomes.
- Undertake detailed planning to inform the design and development of curriculum assessment initiatives, products, and services. Provide well thought through advice and guidance on all possible issues, risks, and opportunities.
- Lead projects and initiatives through to implementation and support the rollout to ensure new initiatives, services and investments are transitioned effectively into the sector.

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### Monitor and Report:

- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities and focusing effort where it has the most impact.
- As part of project design or work planning, develop explicit indicators which enable tracking of progress, review of activities and evaluation of impact.
- Develop a systematic and integrated approach to use data and complete an analysis on trends, performance and outcomes.
- Use a range of evidence and data to support robust monitoring and evaluation of project progress, contract outcomes and reports, assure quality, consistency and performance of contracted providers, justify decisions on investment and ensure effective management of public expenditure.
- Contribute to programme evaluation which delivers quality information to underpin design development and implementation planning and decision making.
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.

### Build Relationships and Collaborate:

- Identify tasks that require a coordinated approach and work within Te Poutāhū, across the Ministry, with other agencies or stakeholders to ensure integrated planning and solutions are sought.
- Build trust and work collaboratively when engaging with internal and external experts, stakeholders and project managers to support decision making and sustain improvement and change.
- Maintain robust relationships with contracted providers.
- Lead, contribute to and coordinate working groups, sector meetings, forums and interagency meetings as required to support delivery of the work programme.

You will also 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:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Knowledge of the education sector.
- Understanding of The New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki and approaches to curriculum, assessment development and design.
- Ability to identify risks and effective mitigation.
- Ability to influence and persuade others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.
- Knowledge and expertise with the field of Te Ao Māori is an advantage.

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## Ngā Āheinga | Capabilities

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

- An understanding of the role of Te Tiriti o Waitangi in the education sector.
- 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.
- Resilience to deal with pressure in a mature way.
- Ability to work flexibly across the work area and an ever changing environment.
- Has a breadth and / or depth of experience which makes them a 'go-to' person.
- Excellent analytical skills including ability to lead and support the development and delivery of complex analysis, business cases and advice.
- Ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.

## 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 2023
Approved By	Advisory Team