



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor, Schooling

Business Group	Te Mahau takiwā
Location	Regionally based
Salary band	A8
Reports to	Manager Practice and Performance

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 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 Lead Advisor, Schooling will provide regional leadership on change initiatives impacting schools and Kahui Ako and be a source of expertise for complex problems and potential interventions. They will work in partnership with clusters and schools/kura to identify opportunities to improve equitable outcomes for ākonga. They work alongside regional Integrated Services teams to provide advice and guidance on school governance and regulatory issues. They also provide support on Ministry policies and practices in relation to the schooling sector and have oversight of schooling initiatives and projects across the region.

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Ngā Haepapa | Accountabilities

As a specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Lead or contribute to 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.
- Use available data and insights to make evidence-based decisions and recommendations on operational issues.
- Contribute to capability building in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Contribute to growing an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Make decisions in accordance with the Ministry's policies and delegation frameworks.
- Take account of the Ministry's strategies for Māori and Pacific Learner (Ka Hikitia and the Action Plan for Pacific Learners)
- Give expression and practical effect to Te Tiriti o Waitangi (Te Tiriti) within all team activities.

As the Lead Advisor, Schooling, you will:

- Provide support to and share specialist knowledge with integrated services teams to ensure quality governance, legislative and regulatory practice is supported across the schooling sector.
- Contribute to the development of tools and guidance for teams to support the implementation of ministry processes, policies and initiatives for the schooling sector.
- Work with regional integrated services teams to support them to identify needs and opportunities that exist to improve outcomes for children and students, including sharing ideas and best practice across clusters and regions.
- Work with others in your region to maintain an overview of the direction and implementation of new initiatives, ensuring local solutions maintain the policy intent, are consistent with business processes and lead to effective practice.
- Maintain high-level oversight across projects, analysing for trends, emerging risks and issues, opportunities, and solutions.
- Use a broad range of data and information to support the prioritisation, planning and delivery of local services and supports for the schooling sector.
- Take a lead role in the resolution of more complex issues and risk.
- Identify activities that need a coordinated approach and work to ensure integrated planning, delivery and reporting including working within and across ministry teams.
- Support, coach, and mentor teams to build capacity and capability and ensure consistency of practice across the region.
- Work with others in your region to proactively identify opportunities for service delivery improvement including how systems can be streamlined.



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Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- A relevant tertiary level qualification is essential, however a qualification in relation to education is desired.
- A full, clean Driving Licence

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience of and robust knowledge and understanding of education contexts at a practical level.
- At least 5 years' experience of working with school governance and leadership.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- A strong knowledge and understanding of the New Zealand education system and relevant legislation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of the relationship between policy intent and the range and combination of tools available for implementation.
- Ability to motivate and lead others through advisory leadership.
- Experience of working in a complex organisation.

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 with the ability to collaborate with people from different backgrounds, respecting cultural perspectives and values.
- An ability to work collaboratively, drawing on expertise, within the team and across the Ministry to achieve successful outcomes.
- An ability to build and maintain customer satisfaction with the resources and services offered by the Ministry.
- Resilience with an ability to deal calmly with pressure, as well as an understanding of when to ask for support.
- An ability to manage challenging relationships and conversations with stakeholders.
- A commitment to ongoing personal and professional development.



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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	High
Pou Mana Knowledge of Māori content	Confident
Pou Kipa Achieving equitable education outcomes for Māori	High
Pou Aroā Critical consciousness of racial equity for Māori	High

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