

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Adviser – Learning Design (TURM)

Business Group	Te Poutāhū Curriculum Centre
Location	Te Whanganui-ā-Tara Wellington
Salary band	A7

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui 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

Te Uepū Reo Māori is responsible for *Te Marautanga o Aotearoa*, *Te Whāriki a Te Kōhanga Reo*, *Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori, and for the provision of quality te reo Māori for early learning and schooling. For this, the group leads the on-going design, development, implementation, monitoring and continual improvements for *Te Marautanga o Aotearoa*, *Te Whāriki a Te Kōhanga Reo*, *Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori, and Te Reo Māori covering learning, teaching, ako and aromatawai practices for kaiako, leaders, ākonga, and their whānau.

The Learning Design team maps teaching to *Te Marautanga o Aotearoa*, *Te Whāriki a Te Kōhanga Reo*, *Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori, to maximise learning for all students. For this, the team

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requires subject matter expertise across all areas of the national curricula, for those learning through te reo Māori, and in-depth understanding of research-informed best practice for teaching and learning. This team would design, deliver, monitor and maintain quality teaching and curriculum-based products and services (including educator resources) for all areas and years of Te Marautanga o Aotearoa, Te Whāriki a te Kohanga Reo, and Te Whāriki mō ngā mokopuna o Aotearoa, specifically focusing on Te Ara Māori.

The Senior Adviser, Learning Design supports the Lead and Principal Advisers to design quality teaching and curriculum products and services, underpinned by research and evidence, for those using *Te Marautanga o Aotearoa*, *Te Whāriki a Te Kohanga Reo*, *Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori. The Senior Adviser, Learning Design will provide assurance that the ongoing review and maintenance cycle of learning design products and services aligns with international best practice for comparable countries, can it be iterated so it meets the OECD guidelines of learning design and meets the needs of our the sector.

As a dynamic and innovative contributor to learning design the Senior Adviser, Learning Design will:

- work closely with the TURM Curriculum Design team, Aromatawai team, and Te Reo Māori team to align learning design products and services with the design and outcomes set within *Te Marautanga o Aotearoa*, *Te Whāriki a Te Kohanga Reo*, *Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori.
- work collaboratively with the NZC & TW Learning Design team to ensure synergies and cross pollination, as appropriate, is utilised to support quality provision of curriculum design.

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.
- 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 Adviser, Learning Design you will:

- Work closely with the Lead Advisers to understand the product and services required to support the successful implementation of the curriculum.
- Support Lead Advisers to respond to surges in demand.
- Develop quality products and services to reflect guidance from specialists across all learning areas of the curriculum.
- Have a strong strategic mindset, able to understand Government priorities and expectations and translate them into actionable plans and initiatives.
- Be an effective communicator with the ability to convey complex ideas clearly and persuasively to colleagues and senior leadership.
- Have a good understanding of the early learning and schooling education system.

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- Undertake a wide range of evidence-based research and filter that which supports the optimum learning products aligned to curriculum design to achieve successful outcomes for ākonga.
- Provide a high level of knowledge of international best practice of learning and teaching design.
- Test and quality assure curriculum products, providing constructive, evidence informed feedback.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Work in a collaborative way with key stakeholders to provide timely, creative, quality advice and support, as well as finding practical solutions for supporting core curriculum, teaching and learning development and initiatives from years 1-13.
- Work consistently to established timeframes, managing own input and ensuring others' contributions are made to enable work to progress.
- 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, ensure effective management of public expenditure.
- Support completion of all Ministerial requirements including JIRA, queries, media questions, and reports.
- Provide strategic guidance, informed advice, and expertise to senior leadership within team and across the group.
- be committed to continuous learning and professional development, staying abreast of emerging trends, best practices, and new technologies to support them and their work.

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:

- Working productively within a complex and ever-changing organisation
- Building dynamic and conducive relationships and partnerships with diverse groups to achieve shared outcomes.
- Effectively communicating expectations, feedback and information to provide assurance that information flows smoothly to team members, colleagues, and management.
- Understanding of *Te Marautanga o Aotearoa*, *Te Whāriki a Te Kōhanga Reo*, and *Te Whāriki mō ngā mokopuna o Aotearoa*, specifically Te Ara Māori and approaches to curriculum, assessment, and aromatawai development and design.
- Generalist curriculum knowledge, with a strength in one or other of te reo matatini or pāngarau being an advantage.
- Sharing knowledge and understanding of curriculum design and reform, to provide guidance and support to both team members and decision-makers.
- Being a skilled problem solver, able to identify and address risks, issues, and effective mitigations as they arise providing timely advice to decision-makers.
- Establishing, building and maintaining highly effective working relationships with a proven track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Influencing and persuading others to achieve desired results.

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- Establishing, building and maintaining highly effective working relationships.
- A high level of knowledge of how quality products and services contribute to quality teaching and learning outcomes for bilingual learning across the early learning and schooling sector.
- Ability to develop quality products and services specifically targeting bilingual learning, in line with guidance from specialists in a learning area, across all learning areas.
- be adaptable and flexible, able to adjust their approach in response to changing circumstances or priorities and thrive in dynamic and uncertain environments.
- provide strategic leadership within their team, guiding and mentoring other senior advisers and team members to achieve priority outcomes.
- able to identify and assess risks that may impact the priority goals or operations, providing recommendations for mitigating risk and maximizing opportunities.

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.
- Demonstrated knowledge of government and public sector processes, expectations, and commitments
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Think strategically, aligning their team's efforts with broader group objectives while anticipating future challenges and opportunities.
- Able to make informed and timely decisions, balancing the needs of the team, the expectations of managers and other decision-makers, and the broader objectives of the group.
- Being an effective communicator with an ability to convey expectations, provide feedback, and ensure information flows smoothly within the team, to managers, and with stakeholders.
- Being committed to their own ongoing learning and development, staying informed about education trends, best practices that can enhance their leadership capabilities.
- Being adaptable and flexible, able to adjust their approach in response to changing circumstances or priorities and navigate uncertainty effectively.
- Having the resilience to deal with pressure in a mature way.
- Ability to work flexibly, collaboratively, and effectively with their team, colleagues, and stakeholders across their work and within an ever-changing environment, to achieve common goals.
- Has a breadth and/or depth of experience which makes them a 'go-to' person.
- Ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.
- Uphold high ethical standards and ensure their team members adhere to ethical guidelines in their work.
- Be able to effectively manage their performance and that of their team. They can set goals, provide feedback, and recognise and address any issues that arise
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.

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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, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori. While this role is set at Developing, you will be provided with development support within Te Poutāhū to enable you to reach the next level of Confident.

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	May 2024
Approved By	Advisory Team