

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, School Transport

| | |
|-----------------------|---|
| Business Group | Te Pae Aronui Operations and Integration – School Transport |
| Location | Wellington |
| Salary band | 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 Senior Advisor, School Transport will provide operational policy and strategic advice to the School Transport group, with a focus on lifting the performance of the group and promoting consistency of approach.

The Senior Advisor, School Transport leads 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 lead the development and implementation of business improvement initiatives and contribute to strategic direction-setting.

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.
- 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 Senior 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.
- Lead the design and delivery of robust operational policy, tools, and resources to support the School Transport team, the wider Ministry, and the education sector.
- Develop tools, guidance, and policies that promote a coordinated and consistent approach to operational delivery.
- Lead the preparation of high-quality responses to Ministerial correspondence, Parliamentary Questions, and Official Information Act (OIA) requests.
- Contribute to, and lead where appropriate, business improvement initiatives.
- Identify opportunities to improve and optimise key business processes, and work with a range of stakeholders to design and implement streamlined processes.
- Work closely with our national and regional staff to provide advice, resources, data and reporting to lift performance and optimise delivery at a national level.
- Bridge the gap between policy and implementation to enhance performance and align business activities with strategic objectives.
- Contribute to strategic direction-setting across the group and provide advice to senior leaders on opportunities to lift performance.
- Lead or contribute to multiple programmes of work simultaneously.
- Monitor and report on project outcomes and deliverables.
- Contribute to a collaborative and supportive team culture aligned with the School Transport Strategy and the Ministry's values.
- Establish effective relationships with internal and external stakeholders, with a focus on shared strategic priorities.

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:

- 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
- Demonstrated experience in developing and implementing operational policy in a public sector or service delivery environment.
- Sound understanding of the machinery of government and legislative processes, and proven track record in preparing a range of Ministerial products or advice.
- Experience in using a range of analytical skills in an operational context.
- Background in managing multiple concurrent workstreams or programmes with successful delivery outcomes.
- Experience in business improvement and process optimisation.

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.
- Excellent oral and written communications, with the ability to tailor messaging to different audiences and present complex issues clearly and concisely.
- Demonstrated ability to translate strategies and operational policy into practical tools, guidance, and operational solutions.
- Ability to effectively prioritise and execute tasks in a high-pressure environment.
- Ability to form credible and strong relationships with a range of stakeholders, including senior managers, managers, team members, wider Ministry stakeholders and external agencies
- An adaptable and proactive mindset, with a focus on continuous improvement and achieving measurable outcomes.
- A collaborative and inclusive approach to teamwork, contributing to a positive and high-performing team culture.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 |
| 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 |