



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Resourcing Advisor

Business Group	Senior Resourcing Advisor
Location	Wellington
Salary band	A7

### 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 Resourcing Advisor provides statistical, modelling, forecasting, analytical, reporting, and advisory and leadership services at a senior level, to support the role of the Manager School Resourcing Payments.

The Senior Resourcing Advisor will provide a leadership role through the development and implementation of policy and operational policy and provide quality advice on resourcing for schools.

The Senior Resourcing Advisor will work alongside other colleagues to ensure that resourcing is provided within agreed timeframes and is accurate.

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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 Senior Resourcing Advisor you will:

- Provides business analysis to support:
  - Operational Funding Entitlements
  - Process improvements
  - Operational policy development
  - Manage Appropriations and reporting
  - Journals and Accruals
  - Funding Advice and support to wider team and sector
  - Work with Internal and external audit
- Lead and undertake statistical analysis of rolls and funding entitlements. Develop and maintain key aspects of the team's regular statistical reporting.
- Undertake (or manage project teams or contracts to produce) quantitative analysis of resourcing/roll trends to inform operational policy development.
- Provides pro-active expert business analyses and support for Ministry initiatives. Will use knowledge, expertise and experience to assist other units with the development and application of solutions.
- Understands business databases and systems and is able to support the development, testing and implementation of changes to the system.
- Produce plain English papers and reports showing analytical findings. Ensure effective communication of analytical findings and issues, examining results from a variety of perspectives including their policy, operational and political implications.
- Contribute to ongoing reviews of resourcing processes and operational policies.
- Develops a strong understanding of the team and business
- Provide professional leadership to other team members (such as analytical input, support and advice on specific projects and policy areas) and may also be required to support the manager with development across the team.
- Technical input into Ministerials, Rapid Responses, and OIAs.

Make decisions in accordance with the Ministry's delegation and authority framework.

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### Wheako | Experience

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

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in analysing and manipulating large and complex data sets.
- Has a strong understanding of the education sector and the Ministry/teams role in it.

### 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.
- A commitment to ongoing personal and professional development.
- Adaptability and a demonstrated capacity to operate within a rapidly changing environment.

### 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.



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### **Ngā Whakaaetanga | Approvals**

Date Reviewed and Approved	June 2025
Approved By	HR Advisory Team