



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor Ohumahi Support

Business Group	Te Pou Ohumahi Mātauranga - Education Workforce
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 Lead Advisor is responsible for providing specialist 'sector-focused' advice to teams in relation to the implementation of people-related initiatives and changes. This role is a key relationship holder with the sector and our external stakeholders, also working closely with teams across Education Workforce including Pay Equity, Payroll, Workforce Supply and Leadership and Employment Relations.

The Lead Advisor plays a key role in supporting the implementation of various work programmes including pay equity claims and the implementation of bargaining outcomes. This role also plays a key role in strategy development and planning to ensure the Ministry's approach to people-related project implementation is well-informed, integrated with other Ministry work programmes and well executed.

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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 Lead Advisor you will:

- Advise on significant issues relating to the programmes of work within Te Pou Ohumahi Mātauranga - Education Workforce, with a particular focus on engagement with key stakeholders.
- Use your specialised area of expertise together with knowledge of engagement to advise and deliver on interventions that improve and advance the broader work programme.
- Identify the trends and emerging issues facing programmes of work to support decision making on strategy and provision of advice and information.
- Establish and maintain strong working relationships with key stakeholders to develop a sound understanding of the people, challenges, issues and priorities in the context of delivering service and support.
- Draft and prepare ministerial correspondence, parliamentary questions, official information requests, cabinet papers, submissions, briefing notes, etc. for the Manager.
- Positively and actively contribute as part of the team, demonstrating willingness to support, learn from and collaborate with all members.
- Maintain up to date knowledge of relevant Ministry projects and initiatives to ensure smooth and confident delivery of support to schools and kura.
- Add value by supporting the development and continuous improvement of processes, systems, workflows, templates and reporting mechanisms.
- Provide specialist knowledge and current best practice to the ongoing development of the Ohumahi Support function.
- Actively contribute to the quality control of policy advice and other work through regular participation in peer review, policy appraisal and discussion of issues.

You will make decisions in accordance with the Ministry's policies and delegations framework.

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Wheako | Experience

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

- A minimum of 5 years' work experience in one of the following relevant fields:
 - Human resources, employment relations, engagement or payroll.
- Experience building relationships and partnerships to achieve shared outcomes.
- Experience in a complex organisation, ideally in a project-based environment.

Ngā Āheinga | Capabilities

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

- A natural curiosity and ability to connect the dots, people, teams and complex situations.
- 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 strong written and oral communication skills, including the ability to write succinctly and concisely.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- An agile mindset - understanding, collaborating, learning, and staying flexible to achieve high-performing results.
- An understanding of the machinery of government and experience working effectively in a political environment.
- Sound working knowledge of relevant legislation e.g. Employment Relations Act, Health and Safety at Work Act, Education and Training act, and Public Service Act.
- Self-motivated with proven ability in meeting deadlines.

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



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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	March 2025
Approved By	HR Advisory Team