



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor, Te Reo Māori Workforce & Leadership

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, Te Reo Māori Workforce & Leadership provides expert advice and support to a team that is focused on lifting the number, diversity and calibre of the education workforce in schools, kura and early learning services, and growing leadership pathways. The role does this by using insights and workforce data to tailor existing incentives or to establish and shape the direction of new projects and initiatives.

The Lead Advisor will lead the design, development and/or improvement of key initiatives. They will be responsible for individual projects as well as supporting and collaborating on other work undertaken by the team.

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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 Lead Advisor, Te Reo Māori Workforce & Leadership you will:

- Lead projects and initiatives to develop solutions to complex issues and support rollout to ensure new or amended initiatives, services and investments are transitioned effectively into the sector
- Analyse and interpret data from various sources to support policy development and initiatives. Use advanced data analytics tools, including Power BI, to clearly present complex data and effectively communicate it to stakeholders.
- Provide high quality and responsive advice to Ministers, senior leaders and the sector related to Education Workforce Supply issues and initiatives.
- Identify tasks that require a co-ordinated approach and work within Te Pou Ohumahi Mātauranga, across the Ministry, and with other agencies or stakeholders to ensure integrated planning and solutions are implemented
- Lead, contribute to and coordinate working groups, sector meetings, forums and interagency meetings as required to support delivery of the work programme
- Coordinate assigned projects / sub-projects to the agreed scope, schedule, budget and quality standards
- Ensure smooth implementation of new policies or business processes so that they are incorporated into initiatives with little disruption to achieving outcomes
- Establish and co-ordinate information collection, planning and consultation processes which feed into the development of design work
- 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, justify decisions on investment.
- Work collaboratively within the team and across the Education Workforce Supply and Leadership teams to lead and progress education workforce strategy initiatives
- Lead, design, develop and participate in advisory groups and other workforce or qualification and training development projects
- Prepare Ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, and other relevant documents.
- Provide mentoring and coaching to other team members where appropriate to build capability across the

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team.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in policy formulation and analysis within the public sector, with a strong understanding of the implications of Te Tiriti o Waitangi on policy processes.
- Knowledge of the Machinery of Government
- Understanding of the New Zealand education sector, in particular the revitalisation of te reo Māori, and leadership development as it relates to the schooling system.
- Strong skills in data management and analysis, with proven experience in using Power BI or similar data visualisation tools.

Ngā Āheinga | Capabilities

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

- Good understanding of tikanga and are confident in situations where observed.
- Good understanding of te ao Māori and have basic Te Reo Māori including some vocabulary and structure.
- Ability to apply a Māori paradigm to your work especially in a co-design/co-creation context with key partners/peak bodies.
- Provide mentoring and coaching to other team members where appropriate to build capability across the team.
- Passion for te reo Māori and a desire to improve the opportunities for ākonga to learn in and through te reo Māori, is curious, a critical thinker and a problem solver.
- 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, including the ability to prepare clear and concise policy documents, and effectively communicate with diverse stakeholders.
- A commitment to ongoing personal and professional development.
- Excellent research, analytical and problem-solving skills, with the ability to gather, assess and synthesise complex information. Proven ability to translate complex data into actionable insights using advanced data tools such as Power BI, supporting strategic decisions and policy advice.
- The ability to deliver high quality, customer focused services.
- Competent in the use and development of relevant electronic and online tools (standard MOE office suite).

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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.

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

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	February 2025
Approved By	HR Advisory Team