

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor Human Resources (HR)

Business Group	Te Pou Rangatōpū/ Corporate
Location	Wellington
Salary band	A9

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

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. 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.

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***

Help shape the future of Education

We work to shape an education system that delivers equitable and excellent outcomes.

Our organisation is made up of talented and committed people around Aotearoa, from a wide range of backgrounds and cultures. While we work in different groups and on different things, we all strive every day to make the biggest difference we can for our students in our education system.

Tēnei Tūranga | About the role

The Principal Advisor HR role is a key position in the Ministry's HR advisory team. They use their in-depth knowledge of all areas of HR, their understanding of the business, and their strong and trusted relationships to provide targeted and influential advice to achieve mutually beneficial outcomes.

The Principal Advisor supports the Manager to ensure the right kind of HR advice and support services are provided at the right time and in the right way. This is achieved through coaching and distribution of work within the team as well as collaborating across the wider group, ensuring a seamless customer experience.

This role is also responsible for coaching and mentoring junior members in the team through more complex advice provision, enabling the team to grow and for issues to be proactively and effectively resolved in the most efficient way.

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, to inform sound decision making. (operationally, tactically and strategically)
- Contribute to an effective team through role modelling 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 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 sharing knowledge and expertise.

As the Principal Advisor – HR you will:

- Proactively build and maintain relationships with senior leaders based on mutual benefit and constructive challenge, acting as a trusted advisor.
- Utilise broad and deep HR Generalist expertise to find business focused, risk focused and pragmatic solutions to issues, initiatives and projects which impact on business performance, productivity, and capability.
- Provide timely, sound, and useful advice and support services to key leaders in assigned support areas, particularly where needs may be more complex, ambiguous or sensitive where specialist support isn't required, or particular context or relationships are required.
- Ensure assigned support areas have the right level and type of advice to support them with their needs through the appropriate utilisation of advisory team resources,
- Know the business to appropriately align advice and initiatives with business needs and priorities
- Support the Manager Advisory Services to:
 - Ensure there is consistent delivery of aligned advice to the business.
 - Support the management of Advisory Services resourcing to be a flexible, responsive pool where workload is distributed to ensure business needs are resourced by appropriately skilled Advisors.
 - Provide mentorship and guidance to advisors to deliver a proactive service that identifies employment issues and problems early and supports timely resolutions
 - Assist with ensuring the Advisory Services team receive appropriate support, training, and guidance so they understand their expectations, responsibilities, and customer focus and that experience is being built across the team
- Lead and contribute to a range of projects and programmes within the People, Sustainability and Place work programme as required, and drawing on areas of own functional expertise (e.g. Performance, ER, Change etc)
- Support an effective team by creating a working environment within the team that encourages and supports high performance, knowledge sharing, ongoing learning, creativity and innovation.
- Work collaboratively across the wider People, Sustainability and Place teams to understand and share information and prioritise business needs

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:

- Tertiary qualification, preferably in Human Resources, or an equivalent combination of education and practical experience
- A proven HR Generalist with vast experience operating at a senior level as a business partner or similar (7+ years' experience at senior level)
- Ability to demonstrate deep knowledge and practical expertise across two or more technical areas of HR generalist portfolios such as Employment relations, Performance, Remuneration, Change Management, Sourcing, selection, and retention, Talent management and succession planning
- Proven experience building effective relationships with stakeholders, including at senior leadership level
- Experience in working with support areas to understand their mahi and how those fit with the Ministry's overall strategic intentions, area priorities, people needs and to proactively work with them to achieve results
- In-depth knowledge of employment legislation with proven experience of managing ER cases, including those of a more complex nature.
- Experienced in working in a highly unionised environment with the ability to work well with union partners as required
- Experience working within a complex organisation, including within the public sector ideally
- Experience in leading and/or directing work of others to achieve results is ideal but not essential
- Strongly developed ability to coach others to achieve results - managers and more junior team members – to grow overall capability and competence
- Excellent communication skills – both written and verbal, with the proven ability to be able to communicate advice in succinct, clear and appropriate manner for a range of audiences
- Experienced in contributing to people related policy and project work, ideally as a lead contributor
- Strong experience in managing competing demands and managing priorities, including stakeholder management

Ngā Āheinga | Capabilities

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

- A track record of effectively bringing people together and leading and mentoring others to achieve outcomes using a relational approach to coaching and developing team members and others
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Proven ability to influence stakeholders
- Excellent interpersonal and communication skills with well-developed relationship and stakeholder management capability
- Highly capable at exercising sound judgement to manage risk and/or sensitivities and to be able to judge when to appropriately escalate
- Strong understanding of the machinery of government and demonstrated ability and experience working effectively within the Public Sector

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Relational approach to coaching and developing team members and others
- Understanding of the machinery of government and demonstrated ability of working effectively within a political environment
- Able to apply sound professional practice, knowledge, strategies, and tactics to a range of more complex business needs in areas of support - strong acumen and judgement to be able to tailor and adapt support as appropriate to the needs, while maintaining alignment to a whole of Ministry view
- A commitment to ongoing personal and professional development, with an eye for process improvement

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 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	General Manager People Sustainability and Place