



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Education Advisor

Business Group	Te Mahau Takiwā
Location	Regionally Based
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 Education Advisor works within education advisory service to support the education sector in implementing key education priorities. This role involves communicating government priorities and strategies to ensure they are clearly understood and effectively delivered.

As the Senior Education Advisor you will identify, broker, and provide support for implementation while tracking and reporting on progress. The role requires working closely with schools, kura, and whānau to ensure students are attending and actively engaged in their education. The role leverages a range of support and interventions to improve attendance and achievement outcomes. Identifying, brokering and providing implementation support.

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Ngā Haepapa | Accountabilities

As a specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Collect and use regional data and insights to make evidence-based decisions and recommendations on operational issues.
- Make decisions in accordance with the Ministry's policies and delegation frameworks.
- Take account of the Ministry's strategies for Māori and Pacific Learners (Ka Hikitia and the Action Plan for Pacific Education)
- Give expression and practical effect to Te Tiriti o Waitangi (Te Tiriti) within all team activities.

As the Senior Education Advisor, you will:

- Provide tailored and responsive services and support for a portfolio of schools, kura and the wider community to improve attendance and achievement outcomes, keeping records of all engagements.
- Build and maintain deep relationships with the schools, kura and communities in your portfolio.
- Provide advice and guidance on the implementation of services, projects, and initiatives.
- Provide advice on delivery issues, operational perspectives and policy implications with robust quality assurance, consistency, and monitoring of public expenditure for services and projects.
- Support student attendance in schools by working with schools and kura to design and implement attendance and engagement plans for individual students.
- Maintain and apply an understanding of the statutory and regulatory framework that the Ministry operates within.
- Support the implementation of Ministry changes and new initiatives, keeping abreast of Ministry work progress and developments in the education sector, identifying implications and opportunities.
- Contribute to improvement focused action across a community pathway within a regional integrated team.
- Draw on a range of evidence to inform implementation and planning.
- Use a range of organisational and facilitation skills to deliver a responsive service.
- Foster the development of collaborative relationships widely in the community.
- Demonstrate the significance of identity, language, and culture in your work, and engage effectively with Māori ākonga and whānau and Māori organisations.
- Take a continuous improvement approach, be willing to adopt new ideas and constructively challenge existing data, information, systems, and processes.

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Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- A full, clean Drivers Licence

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.
- Knowledge and experience, at a practical level, of the schooling sector and its associated regulations and legislation.
- Demonstrated ability to use data and insights to identify trends, risks and opportunities.
- Providing timely and high-quality advice
- Demonstrated ability to work as part of an integrated team delivering services to the education sector. This includes working co-operatively with others to solve problems and complete tasks.
- Proven experience applying the principles of Te Tiriti.
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience with Te Ao Māori and understanding of Te Reo, tikanga and mātauranga Māori - critical for Senior Education Advisors working in kaupapa Māori and Māori medium.
- Experience working with Kura.
- An understanding of project planning and implementation prioritisation, evaluation, communication, and relationship management.
- Working co-operatively and flexibly with others to solve problems or complete tasks.
- Demonstrated ability to operationalise and implement policy

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 influencing others to achieve outcomes.
- An ability to use data and insights to identify trends, risks, and opportunities, to influence and guide organisational and system-level decision making.
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- A sound working knowledge and the ability to give practical effect to Te Tiriti.
- Resilience to deal with pressure in a positive and professional manner.
- A positive attitude to ensure work progresses appropriately with all involved.
- Initiative – you proactively look for new and innovative ways of approaching situations and solving problems.

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- Integrity – you maintain and promote social, ethical, and organisational norms in internal and external business activities.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

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