

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor Network

Business Group	Te Mahau Takiwā
Location	Regional
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 Network leads strategic advice on the medium and long-term design of the schooling network, supporting regional office operational planning for education provision. The role involves working across Ministry areas such as School Property, Strategic Advisor Māori, the Early Learning and Learning Support teams to implement initiatives that promote equitable and excellent outcomes.

The Lead Advisor Network engages with stakeholders including Territorial Local Authorities (TLA), schools, kura, ECE providers, boards, government agencies, and regional and national Ministry of Education staff to identify changing needs within the schooling network and ensure the Ministry is able to respond effectively.

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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 Network you will:

- Take a proactive approach to school network advice, including using network information to identify trends, risks and information to support Education and School Property with long-term operational planning and prioritisation of work across regions.
- Lead regional network strategic advice ensuring it aligns with the national priorities for the schooling network over the next 3-5 years.
- Develop network plans informed by data analysis and input from a diverse range of internal and external stakeholders. These plans will address the immediate needs of individual schools or school networks, while also outlining a strategic approach to adapt to evolving requirements over the next 10 to 20 years.
- Maintain high-level oversight across network aspects of projects, monitoring progress, identify emerging issues and risks, and providing advice to the Regional Director, National Director Education Access, and Education teams on project progress, emerging issues, and difficulties to the National Office Education Network team.
- As required, support development of national planning documents by providing regional advice and analysis that can be consolidated into national framework documents.
- Use business intelligence and analysis from monitoring systems to make informed decisions about adjusting plans, enrolment scheme work programmes and investment forecasting and provide advice to the National Office Education Network team.
- Provide Network advice to support growth and redevelopment property projects through the business case process.
- Lead prioritisation process for regional growth projects through annual budget and investment planning process.
- Identify implementation tasks that require a coordinated approach and work within the Ministry, and between the Ministry and other agencies/stakeholders to ensure proactive integrated planning and solutions.
- Develop strong relationships with appropriate representatives of government agencies, education organisations and TLAs at a regional level, acting as Ministry representative for key relationships with local councils and communities.
- Prepare reports to the Minister of Education about proposed network changes to the State and State integrated schooling network.
- Prepare and draft or contribute to (as required) ministerial correspondence, submissions, cabinet papers,

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briefing and speech notes, parliamentary questions, and official information requests, and provide quality assurance for drafting undertaken in the Group.

- Assess the skill and knowledge base required within the team, then coach and provide ongoing mentoring to build the professional skills and knowledge base of team members.
- Lead or contribute to project reviews, capture “lessons learned” from these, research and evaluation, and contribute to the sharing of innovation,

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.
- Knowledge and experience of the operation of the school sector and an understanding of factors impacting on student achievement
- Significant relationship building and management experience including liaising with, communicating to, consulting and influencing stakeholders

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.
- Project management/planning skills and an understanding of project management methodology.
- Ability to build a good understanding of the wider regional environment and trends, and identify potential opportunities risks and issues before they arise.
- Understanding of education systems in New Zealand, and relevant education legislation.
- Ability to understand policy intent and identify the implications for implementation.
- Ability to influence and work through others where direct reporting relationships do not exist.
- Ability to translate operational policy into plans of action to deliver on policy intent.
- A high level of intellectual and analytical ability, and capacity to work with an interdisciplinary perspective.
- Understanding of the principles of the Treaty of Waitangi and their implications on network provision within the education sector.
- Good understanding of statistical and demographic analysis.
- Working knowledge of tikanga Māori and self-starting confidence to build relationships with iwi, whānau and hapū.

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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, 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	May 2025
Approved By	HR Advisory Team