



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Investment Advisor – Investment and Planning, Business Operations

Business Group	Te Poutāhū Curriculum Centre – Investment and Planning
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 Investment and Planning team sits within Business Operations in Te Poutāhū | Curriculum Centre. This role takes a lead in providing advice and delivery support group-wide, encompassing planning, delivery, monitoring, and reporting with a focus on the investment lifecycle processes to enable long-term business performance.

Ngā Haepapa | Accountabilities

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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 Senior Investment Advisor you will:

- Identify, analyse and support development of potential business initiatives
- Take the lead in supporting business owners and teams at the early stages of a new business initiatives and engage with all appropriate stakeholders to support investment case development, or similar documentation
- Support the planning and budgeting process to ensure all business plans and budgets across Te Poutāhū | Curriculum Centre are consolidated and aligned with the operational plan
- Implement and promote good practice investment management and planning tools and processes that align to Government standards and provide efficient and effective practice support and advice
- Work with Ministry counterparts to develop operational capability across Te Poutāhū | Curriculum Centre with advice, tools and templates
- Supports the business planning, budgeting, and Government Budget cycles for Te Poutāhū | Curriculum Centre
- Act as a trusted advisor to Hautū | Deputy Secretary, General Managers, Managers their teams
- Assist the Manager, Investment and Planning and Principal Investment Advisors to develop and manage the pipeline of work across Te Poutāhū | Curriculum Centre
- Support the relationships with the relevant Ministry teams to ensure alignment and integration of consistent practices.
- Influence without authority, using a collaborative and collegial approach.
- Provide constructive feedback on others' work and fostering a learning and growth mind-set.
- Maintain a good awareness of current events, political context, and relevant organisational context in order to apply that information to enhance the quality of work produced by Te Poutāhū | Curriculum Centre.

Ngā Tohu Mātauranga Waiwai | Essential Qualifications

Wheako | Experience

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

- Business strategies and policy within a government function, specifically including strategic investment and business planning, budgeting, business case writing and analysis
- Budgeting, planning and reporting cycles and requirements within government
- Using data-led business analytics to generate insights and actions to improve business performance
- Experience in project and programme delivery and advice
- Relationship management across a wide range of stakeholders and public service agencies
- Operating within the machinery of government structures and systems, the New Zealand Parliament, and the wider public service
- Information risk management and coordination and quality assurance of a wide range of information under executive or statutory time limits
- Communicating effectively and tailoring communications to a wide variety of audiences

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. Integrity and trust
- Diplomacy and interpersonal savvy
- Perspective and an ability to see the wider relevant context and viewpoints when analysing issues and developing communications
- Calmness, critical thinking and analysis under pressure
- Leadership attributes and a willingness to step up when you observe an issue or something that is within your power to fix.

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	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing



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Pou Aroā Critical consciousness of racial equity for Māori	Developing
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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