



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Business Continuity & Emergency Management

Business Group	Te Pou Rangatōpū Corporate
Location	Auckland
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 āianei, 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 Advisor, BCEM contributes to the development of capability for business continuity and emergency management across the ministry and supports the Ministry's response to disruptive events.

The Senior Advisor BCEM acts as the subject matter expert (SME) on the programme, framework and the structure of response to events impacting the Ministry and provides advice and guidance when the Ministry has activated its emergency management practices.

The Senior Advisor BCEM may be called upon to coordinate and lead during times of response to emergency events and where the Auckland region is called upon to activate as the 'centre of government'.

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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 Senior Advisor, BCEM you will:

- Support the National Manager BCEM in ensuring the Ministry's BCEM framework is consistent and appropriate to manage responses to disruptive events.
- Contribute to BCM policy and framework updates and ensure all operational documentation is up-to-date and relevant.
- Monitor and manage communications channels to internal and external stakeholders, including social media channels
- Manage queries directed to the BCEM team to completion and within service level agreements
- Assist with responding to external queries and directing responses to the appropriate channel
- Work alongside the Ministry Communications team during times of disruption to ensure messaging is in line with all-of-government requirements.
- Act as relationship manager to business units and ensure all business continuity plans and recovery strategies are in place and have been tested.
- Provide advice to business groups to ensure they have the right strategies and provisions in place to be able to continue functioning during times of disruption
- Provide business impact assessment (BIA) support to all business groups in the Ministry
- Support the development, implementation, testing and ongoing support of incident management and business continuity management.
- Provide support and specialist advice to the Emergency Management group during the preparation phase of the Emergency Management lifecycle and also when the Ministry's Emergency Management Operations Group is activated.
- You will make decisions in accordance with the Ministry's policies and delegations framework.

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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.
- Understanding of New Zealand Government's crisis management arrangements, including the CDEM Act, National Plans and Guidance.
- Highly developed written and verbal communication skills
- Strong understanding of MS Office applications
- Experience using social media platforms on behalf of an organisation.
- Knowledge and experience of the machinery of Government and the public sector
- Emergency Management experience or exposure.

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.
- Ability to build and maintain strong relationships across a diverse group of individuals.
- Calm under high-pressure situations. Able to interpret information from a variety of sources, conduct analysis and identify actions required.
- Strong problem-solving skills and good judgment.
- Available after hours, if required, during an emergency.
- An interest in Emergency Management, Business Continuity and organisational resilience.

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



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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