

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor – Curriculum Design (NZC&TW)

Business Group	Te Poutāhū Curriculum Centre
Location	Te Whanganui-ā-Tara 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 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 New Zealand Curriculum and Te Whāriki group (NZC&TW) leads the vision for and the design, development, and continual improvement of the New Zealand Curriculum and Te Whāriki and practices for kaiako | teachers to teach and assess progress and achievement. The NZC & TW teams lead the design of the curriculum and the resources that will support the success of ākonga, contributing to Aotearoa's success and competitiveness through delivering excellent and equitable education outcomes.

The Curriculum Design team supports the overall curriculum and acts as the strategic hub for NZC design. The Curriculum Design team requires people with a broad understanding of the education system and knowledge of the national and international evidence base on curriculum design and reform.

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The Lead Advisor, Curriculum Design is part of the New Zealand Curriculum & Te Whāriki team within Te Poutāhū | Curriculum Centre. This role provides specialist subject matter expertise in national curriculum design.

This role supports the development of substantial and complex national curriculum design to support students' progress and achievement. They provide leadership and guidance about knowledge rich curriculum underpinned by the Science of Learning.

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 – Curriculum Design you will:

- Provide expertise and leadership experience in applying evidence-based design principles for knowledge rich curriculum, informed by the Science of Learning to support high quality education outcomes.
- Bring a thorough knowledge of the international evidence base on curriculum design to the Ministry.
- Work closely with Principal and Senior Advisors to maintain a thoroughly researched and evidence-based curriculum.
- Provide leadership and thought-provoking ideas to challenge and continuously improve the curriculum.
- Interpret research and data from a wide range of sources, reporting and analysis and evaluation, to support curriculum design and development.
- Apply innovation to the development of the curriculum, providing leadership and guidance.
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.
- Build trust and work collaboratively when engaging with internal and external experts, stakeholders and project managers to support decision making and sustain improvement and change.
- Work closely with the Learning Design team so the curriculum design strategy and the suite of resources are aligned.
- Test and quality assure curriculum products, providing constructive, evidence informed feedback.
- Respond positively to the feedback of others and act with flexibility.

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.
- Generalist curriculum knowledge, with a strength in one or other of literacy or numeracy being an advantage.
- Understanding of The New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki and approaches to curriculum, assessment development and design.
- An understanding of inclusive design practices.
- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Ability to identify risks and effective mitigation.
- Ability to influence and persuade others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.
- Knowledge and expertise with the field of Te Ao Māori is an advantage.
- Teaching or education sector experience (or equivalent) of at least 3 years

Ngā Āheinga | Capabilities

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

- An understanding of the role of Te Tiriti o Waitangi in the education sector.
- 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.
- Resilience to deal with pressure in a mature way.
- Ability to work flexibly across the work area and an ever-changing environment.
- Has a breadth and / or depth of experience which makes them a 'go-to' person.
- Excellent analytical skills including ability to lead and support the development and delivery of complex analysis, business cases and advice.
- Ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.

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



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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