



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor, Professional Development

Business Group	Te Poutāhū (Curriculum Centre)
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

This role is part of the Professional Development and Services team within the Curriculum Integration Services group of Te Poutāhū (Curriculum Centre). This group works across Te Poutāhū, holding close connections to maintain collective alignment in the provision of curriculum, assessment and aromatawai leadership and support across early learning and schooling. It supports Te Poutāhū to take an integrated approach to strategic planning, monitoring and delivery activities.

The Professional Development and Services team oversees and supports the delivery of responsive and accessible high-quality professional learning supports for curriculum, assessment and aromatawai as part of a suite of integrated services to help the workforce to grow their capabilities and leadership for equity and excellence in learner outcomes.

The Lead Advisor, Professional Development will play a key role in this work by leading substantial and complex initiatives that support kaiako, teachers and leaders to grow their capabilities and understand and prepare for changes in curriculum, assessment and aromatawai.

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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, Professional Development, you will:

- Lead collaborative working relationships within Te Poutāhū across the Ministry and key stakeholders to design and develop initiatives, products and services that will ensure quality outcomes are achieved.
- Design Te Tiriti honouring approaches and methodologies to how we partner with whanau, hapu, iwi and Māori organisations and design our professional learning supports.
- Interpret research and data from a wide range of sources, reporting and analysis and evaluation, to support the design and development of initiatives. Facilitate a change and inquiry process where required.
- As appropriate, identify root causes of risks and / or issues and develop appropriate ways to mitigate these so improved outcomes are achieved.
- Develop and source frameworks and methods for effective professional learning to support design and implementation.
- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities and focusing effort where it has the most impact, using a systematic and integrated approach to use data and complete an analysis on trends, performance and outcomes.
- Use a range of evidence and data to support robust monitoring and evaluation of project progress, contract outcomes and reports, assure quality, consistency and performance of contracted providers, justify decisions on investment and ensure effective management of public expenditure.
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.
- Apply innovation, investment and design frameworks and methods for the development of products and services, providing leadership and guidance on appropriate use to achieve the required outcomes.
- Co-ordinate assigned projects / sub-projects to the agreed scope, schedule, budget and quality standards.
- Undertake detailed planning to inform the design and development of initiatives, products, and services. Provide well thought through advice and guidance on all possible issues, risks, and opportunities.
- Lead projects and initiatives through to implementation and support the rollout to ensure new initiatives, services and investments are transitioned effectively into the sector.
- Build trust and work collaboratively when engaging with internal and external stakeholders, including contracted providers, to support decision making and sustain improvement and change.

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- Provide written responses to general enquiries, ministerial requests and any other material as appropriate.
- Contribute to operational implementation schedules, budgets, progress reports, and monthly reporting requirements.
- Lead, contribute to and coordinate, where appropriate, working groups, sector meetings, forums and interagency meetings as required to support delivery of the work programme.
- 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.
- Understanding of how the education sector operates – at the service, partnership, local, regional and system levels – to achieve learning outcomes.
- Knowledge and understanding of the role of Te Tiriti o Waitangi in the education sector.
- Experience in a complex organisation.
- Proven ability to establish, build and maintain highly effective working relationships.
- Has a breadth and / or depth of experience which makes them a 'go-to' person.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of *The New Zealand Curriculum*, *Te Marautanga o Aotearoa*, *Te Whāriki* and the National Certificates of Achievement, and an appreciation of the needs of kaupapa Māori education pathways.

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 independently lead pieces of work, identifying risks and effective mitigation.
- Ability to influence, lead, coach and mentor others to achieve outcomes.
- Well developed problem solving and analytical skills, with an ability to work collaboratively with others to solve problems and complete tasks.
- Excellent interpersonal and communication skills.
- Resilience to deal with pressure in a mature way.
- Able to work flexibly across the work area and an ever-changing environment.
- Ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.
- A commitment to ongoing personal and professional development.



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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