

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor

Business Group	Te Pou Ohumahi Mātauranga Education Workforce
Location	Wellington
Salary band	A9

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 Principal Advisor in English Medium Workforce Supply provides expert advice and support to a team that is focused on lifting the number, diversity, and calibre of the education workforce in English medium schools, kura and early learning services. They do this by using workforce data to tailor existing incentives or to establish and shape the direction of new projects and initiatives. They provide thought leadership and strategic advice on all projects and pieces of work within the English Medium Workforce Supply team as well as taking ownership of specific pieces of work.

The Principal Advisor will both lead and support the design, development and implementation of specific projects and pieces of work that are underpinned by robust evidence and analysis.

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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 Principal Advisor you will:

- Provide complex, timely, quality, and responsive written advice with a high level of accuracy at pace, backed with data and evidence to inform the design, development, and operationalisation of teacher supply initiatives.
- Lead collaborative working relationships within Te Pou Ohumahi Mātauranga | Education Workforce, across Te Tāhuhu o Te Mātauranga | The Ministry of Education and key stakeholders to design and develop initiatives, products and services that will ensure quality outcomes are achieved.
- Develop and source frameworks and methods in best practice pedagogy to support design and implementation.
- 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.
- Support the development of capability and expertise across the English Medium Workforce Supply team in strategic thinking, analysis, and advice through coaching, mentoring, and the provision of up-to-date frameworks, concepts, knowledge, and best practice.
- Lead and manage complex and substantial projects to design and develop programme and initiatives.
- 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.
- Maintain an overview of the direction and implementation of a range of initiatives and ensure priority goals and outcomes are achieved.
- As part of project design or work planning, develop 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.
- 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.
- Lead sector meetings, forums and interagency meetings as required to support delivery of the work programme.

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- Prepare Ministerial correspondence, Parliamentary questions, briefing notes, speech notes, Official Information Act requests, and other relevant documents.

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 in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in providing strategic advice, at a national level.
- Extensive understanding of the machinery of government.
- Awareness of, and sensitivity to, the cultural values and particular needs of Māori. An understanding of the principals of te Tiriti o Waitangi (the Treaty of Waitangi), and how it applies in the public sector.
- Understanding of the New Zealand education sector.

Ngā Āheinga | Capabilities

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

- Excellent research, analytical and problem-solving skills, with the ability to lead the development and delivery of complex analysis, business cases and advice.
- Strong communication skills, including the ability to convey abstract and/or complex ideas in clear, practical, and concrete terms, tailored for the audience.
- The ability to work independently and collaborate in a fast-paced environment, with high attention to accuracy and detail, managing priorities and risks.
- 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.
- A commitment to ongoing personal and professional development.
- Proven ability of relationship building and management experience including liaising with, communicating to, consulting with, and influencing stakeholders.
- Ability to work flexibly across the work area.
- Ability to influence and persuade others to achieve desired results.
- Competent in the use and development of relevant electronic and online tools (standard MOE office suite).



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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	April 2025
Approved By	HR Advisory Team