



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor – Business Support

Business Group	Te Poutāhū Curriculum Centre
Location	Te Whanganui-ā-Tara Wellington
Salary band	A7

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 whitake 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, Business Support is responsible for leading the advice and application of business information and ensuring that business and system improvements are enacted.

You will lead, inspire, support, and motivate other members of the team in the design and implementation of the goals, actions and purpose of the Ministry and intention and principals of Te Poutāhū.

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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, Business Support, you will:

- Lead collaborative working relationships within, Te Poutāhū and across the Ministry with key internal and external stakeholders to create solutions that will ensure quality student outcomes are achieved.
- Provide advice proposing which priorities should be progressed to ensure effort is focused on where it has the most impact.
- Support the development of capability and expertise in strategic thinking, analysis, and advice through coaching, mentoring, and the provision of up-to-date frameworks, concepts, knowledge and best practice.
- Provide a strong 'change narrative' for increasing student achievement across the system proving the case for change and improvement.
- Lead the development and implementation of substantial and or complex programmes of work.
- Incorporate innovation, investment and design frameworks into programmes and projects.
- Provide expert advice for the implementation of projects, working with the project teams and external stakeholders to develop a comprehensive and integrated approach to implementation.
- Maintain an overview of the direction and implementation of a range of initiatives, plans and project to ensure priority goals and outcomes are achieved.
- Use information and analysis emerging from monitoring to identify issues impacting on plans and present to the General Manager, identifying where action needs to be taken.
- Support central HR and recruitment processes and lead continuous improvements to business processes.
- Establish and coordinate information collection, planning and consultation processes.
- Scan the environment and capture evidence from research and evaluation that ensures work is innovative, cutting edge and future focused.
- Enhance working relationships within Te Poutāhū, and across the wider Ministry to ensure the group has a reputation for being responsive and making valuable contributions.

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- Maintain professional and responsive external relationships, ensuring that relative accountabilities between external institutions and the Ministry are clear, that commitments are met, and problems and issues are resolved in ways that enhance the credibility of the group.
- Maintain an open, responsive, and inquiry-focused relationship within Te Poutāhū, the wider Ministry and key stakeholders.

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:

- Experience in a complex organisation.
- Relevant tertiary qualification is desirable.
- Experience in business and strategic reporting in government, particularly facilitating with senior leaders to achieve results.
- Experience working within the machinery of government, public sector delivery structures and systems.
- Experience driving continuous improvement in systems and processes.

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 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 written and spoken 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.
- Ability to influence and persuade others to achieve desired results.

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. While this role is set at



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Developing, you will be provided with development support within Te Poutāhū to enable you to reach the next level of Confident.

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