

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor Network

Business Group	Te Mahau takiwā
Location	Regionally based
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 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

The Senior Advisor Network in Canterbury, Chatham Islands provides advice and expertise for changes to the school network, including new initiatives, enrolment scheme management and implementation of changes. This involves managing the programme for implementing enrolment schemes. This will require supporting the Education team with the process, providing advice and guidance as required and managing the consultation process with the community.

The Senior Advisor Network also supports the Education and Infrastructure & Digital teams, Strategic Advisor Māori, the Early Learning and Learning Support teams with planning and implementation of initiatives to support access to equitable and excellent outcomes.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 a Senior Advisor Network, you will:

Advice and Support

- Working collaboratively with key stakeholders to provide timely, high-quality advice and support.
- Provide advice and guidance to kaimahi throughout the Ministry to contribute to improving network outcomes and therefore improved outcomes for students.
- Recommend practical solutions to manage complex issues, applying sound risk management practice and ensuring compliance with statutory and regulatory obligations.
- Capture knowledge from network planning and implementation to inform future activities and lessons learned exercises and use this information to support future initiatives.
- Ensure that knowledge and evidence about what works is routinely provided in advice and has a direct influence in shaping outcomes.

Education Network Management

- Develop and maintain a knowledge of practical solutions using the tools available to manage the network, ensuring compliance with statutory and regulatory obligations.
- Work in a collaborative way with key stakeholders to support the implementation of network management decisions.
- Provide an interface on network implementation activities and change support across the Ministry as required, identifying where action needs to be taken and proposing solutions.

Implementation Design and Planning

- Assess and report on the effectiveness of implementation.
- Establish and co-ordinate information collection, planning and consultation processes which support effective network decision making.
- Work consistently to established timeframes, managing own input and ensuring others' contributions enable work to progress.
- Lead and co-ordinate assigned implementation projects and sub-projects to agreed scope, schedule,

Ngā Kōrero e pā ana ki te Tūranga

Job Description

budget, and quality standards.

- Undertake planning for implementation, advising on the development of effective practices and processes to implement new initiatives.
- Track, anticipate and respond to emerging issues that pose potential risk, advising on priorities and focusing effort where it has the most impact.
- Use a range of organisational and facilitation skills to deliver a responsive service.
- Lead portfolios and initiatives and deliver specific projects.

Monitoring and Reporting

- Maintain effective documentation recording progress and compliance with statutory and regulatory obligations.
- Use evidence for robust evaluation and monitoring of progress against expected outcomes and timeframes.
- Collect data and information on sector trends, characteristics and capabilities and ensure that this knowledge is used in network design and implementation planning.
- Use implementation and operational experience as well as monitoring and evaluation information to ensure implementation planning and decisions are based on current and comprehensive evidence.
- Identify and report on risks.

Relationships and Collaboration

- Make a demonstrable contribution to the building and sharing of new ideas and knowledge to support network management.
- Build trust when working with key stakeholders to support decision making and sustain improvement and change.
- Maintain responsive, open, and inquiry-focused relationships with key stakeholders.
- Lead, contribute to and co-ordinate working groups and meetings as required to progress solutions to complex issues.
- Lead, facilitate and participate in sector meetings and forums as required, representing the Ministry's position.
- Support other members of the team to provide high- quality service to the sector, the Ministry and Government.

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.
- Proven project management skills
- Financial monitoring / management skills
- Excellent oral and written communication skills
- Excellent organisational skills
- High level of judgement, objectivity and integrity

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Ability to work effectively in a team environment
- Ability to learn new Technology and Applications
- Knowledge of, and preferably experience in the education sector

Ngā Āheinga | Capabilities

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

Essential

- Proven ability to establish, build and maintain highly effective working relationships including liaising with, communicating to, consulting with, and influencing stakeholders – both internally and externally.
- Excellent writing and oral communication skills and the ability to understand complex and challenging issues and convey this in clear, practical, and concrete terms, tailored for the audience.

Desired

- A relevant tertiary qualification
- Experience in working in large and complex organisations and navigating systems and processes to achieve results.
- Understanding of education systems in New Zealand and relevant education legislation.

Expertise, knowledge and skills

- Ability to identify risks and mitigation.
- Ability to influence and work through others where direct reporting relationships do not exist.
- Ability to translate operational policy into plans of action to deliver on policy intent.
- Understanding of the principles of Te Tiriti o Waitangi and the implications on network provision within the education sector.
- Working knowledge of tikanga Māori and self-starting confidence to build relationships with iwi, rūnanga and hapū.

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



Ngā Kōrero e pā ana ki te Tūranga

Job Description

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	4 August 2023
Approved By	HR Advisory team