



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Professional Development

Business Group	Te Poutāhū (Curriculum Centre)
Location	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 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 hāpori, 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 helps the workforce to grow their capabilities and leadership for equity and excellence in learner outcomes.

The Senior Advisor, Professional Development will play a key role in this work by supporting 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 Senior Advisor, Professional Development, you will:

- Support the development and sourcing of frameworks and methods for effective professional learning 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.
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.
- Coordinate assigned projects / sub-projects to the agreed scope, schedule, budget and quality standards.
- Build trust and work collaboratively when engaging with internal and external stakeholders, including contracted providers, to support decision making and sustain improvement and change.
- Enhance working relationships within Te Poutāhū and the wider Ministry to ensure the group has a reputation for being responsive and making valuable contributions.
- Contribute to operational implementation schedules, budgets, progress reports, and monthly reporting requirements.
- Contribute to and coordinate, where appropriate, working groups, sector meetings, forums and interagency meetings as required to support delivery of the work programme.
- Champion best practice to bring about continuous improvement across the group.
- Provide written responses to general enquiries, ministerial requests and any other material as appropriate.
- Be a great team player and not hesitate to jump in and help others where needed to get the job done.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Contribute to Strategy & Integration's wider work programme and across Te Poutāhū where required.
- Deliver work with pace, agility and impact.
- 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 establishing, building and maintaining highly effective working relationships.
- Has a breadth and / or depth of experience which makes them a 'go-to' person.
- Familiarity with te reo Māori and/or New Zealand Sign Language is preferred.
- Knowledge of machinery of government and government processes would be an advantage.
- Using Salesforce as a customer relationship management tool would be an advantage.
- Experience and commitment to giving effect to Te Tiriti o Waitangi.

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.
- Able to quickly understand business context, identify trends, risks and opportunities, and to problem solve and provide advice which guides operational decision making.
- Excellent written and oral communication skills.
- Sound judgement and business acumen.
- Interpersonal savviness that means you relate well with all kinds of people.
- Initiative and a high degree of professional independence and self discipline.
- Ability to influence and persuade others to achieve desired results.
- Excellent interpersonal skills.
- Ability to work flexibly across the work area and an ever-changing environment.
- Resilience to deal with pressure in a mature way and stay calm in a dynamic and changing environment.
- Ability to deal with ambiguity with a knack for joining the dots.
- A commitment to ongoing personal and professional development.

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



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Pou Aroā Critical consciousness of racial equity for Māori	Developing
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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