

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Adviser, Te Rōpū Kaiarataki

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](#).

Tō 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 Lead Advisor provides a critical, strategic, practical and operational lens across the Curriculum and Assessment Change Programme (CACP). The team guides the embedding of equity for Māori learners throughout the development and delivery of the CACP. This includes ensuring equity for te reo Māori, ao Māori and mātauranga Māori in all that we do. This work will be conducted in a manner that aligns with ngā mātāpono of Te Poutāhū and relevant work produced by Te Uepū Reo Māori.

The Lead Adviser works collaboratively with other kaimahi in Te Rōpū Rautaki, Te Rōpū Hāpai and across the Programme, leading key pieces of work, portfolios, and initiatives that ensure equity for Māori learners. The Lead Adviser provides a te ao Māori lens on concurrent programmes, particularly providing thought leadership and guidance. They will be responsible for leading the design, and development of resources, this includes being responsible for providing guidance and leadership to teams developing deliverables, ensuring equity for Māori learners. Being research informed and referencing good practice pedagogy will guide the Lead Advisor's work.

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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 Adviser, you will:

- Take responsibility for and lead portfolios of work to support the embedding of equity for Māori learners across all parts of the Curriculum and Assessment Change Programme.
- Consider and advocate for te ao Māori principles in the development of advice and guidance, frameworks, and deliverables.
- Provide advice and guidance that promotes equity for Māori learners.
- Contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Lead an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Maintain an overview of the environment to inform work priorities, content and deliverables.
- Work collaboratively when engaging with internal and external stakeholders, to build trust, support decision making and sustain improvement and change.
- Lead and facilitate the delivery of key strategic frameworks across all parts of the CACP.
- 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.
- Produce excellent written work to project specifications that centre the end user in their development.

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:

- Tertiary qualification or equivalent work experience.
- Experience in a complex organisation.

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- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of te ao Māori, te reo Māori, tikanga Māori, and mātauranga Māori is desirable.
- Experience in facilitating groups to achieve alignment and output to specific timeframes.
- Leadership experience, particularly 'influencing without positional power'.
- A current or recent teacher practising certificate is an advantage.

Ngā Āheinga | Capabilities

To be successful in this role the following capabilities and competencies are desirable:

- An understanding of the role of Te Tiriti o Waitangi in the education sector.
- Understanding of the significance of identity, language and culture.
- Knowledge of the machinery of government.
- Experience with Māori whānau, hapū, iwi, and hapori.
- Knowledge of Māori bodies of knowledge that could be used to inform and improve the design of deliverables and/or curriculum, including the championing of mana ōrite mō te mātauranga Māori.
- Passionate about equitable outcomes for Māori and can apply Te Tiriti into their work.
- Understanding of culturally sustaining practice within education settings.
- A track record of bringing people together and leading them to achieve outcomes.
- Using evidence-based decision making, including using data and insights to identify trends, risks and opportunities.
- Working collaboratively with others to solve problems and complete tasks.
- Excellent interpersonal and communication skills including the ability to write clearly for a variety of audiences and communicate complex information simply, alongside facilitation, leadership, and relationship management skills.
- A commitment to ongoing personal and professional development, and can recognize when to ask for support, is resilient and can deal with pressure.
- Knowledge of the education sector, which could include one or more of the New Zealand curricula.
- Understanding of the NCEA Review of Achievement Standards.

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	Confident
Pou Mana Knowledge of Māori content	Confident
Pou Kipa Achieving equitable education outcomes for Māori	Confident
Pou Aroā Critical consciousness of racial equity for Māori	Confident



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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	November 2023
Approved By	HR Advisory Team