

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Principal Employment Relations 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 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 Principal Employment Relations Advisor contributes thought leadership and expertise to strategies, work programmes and complex system issues to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies. The role will lead and contribute towards the negotiation of collective agreement and pay equity settlements on behalf of the Ministry consistent with the agreed bargaining parameters.

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The Principal Employment Relations Advisor takes a lead role within the Employment Relations team for specified areas of work and has input into strategy development and planning to ensure the Ministry's employment relations approach is well-informed, integrated with other teams and Ministry work programmes, and is well implemented.

## Ngā Haepapa | Accountabilities

**As a Strategic Advisor within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:**

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share expert knowledge across the organisation and the system, working with others to inform system level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing, and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

**As the Principal Employment Relations Advisor, you will:**

- Actively participate in the development of employment relations and collective employment agreement strategies, policies and plans, with specified leadership responsibilities.
- Ensure strategies, policies and plans are consistent with and contribute to the government's and the Ministry's strategies and policies.
- Provide advice on the interpretation and application of education sector collective agreements and individual employment agreements.  
You will make decisions in accordance with the Ministry's policies and delegations framework.
- Lead and/or participate in work programmes within the Ministry and/or with the sector to contribute to an effective education workforce through;
  - o Fit-for-purpose remuneration and incentive structures
  - o Fit-for-purpose conditions of employment

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- Work streams that align Employment Relations arrangements (including terms and conditions) to the outcomes of the Education Workforce Strategy and implementation plan
- Work streams arising out of the process between the Ministry, PPTA and NZEI including work related to Workload, Performance, future Workforce, and future Collective agreement.
- Provide leadership and advice in the implementation of the education sector employment relations and employment agreement strategies and plans.
- This involves working with key stakeholders i.e., the teacher unions and the NZ School Trustees Association.
- Provide assistance and advice to the ER Senior/Advisers in their day-to-day work.
- Coach and mentor the Senior/ER Advisers/Assistant Advisers in the development of ER strategies and policies and plans, advocacy skills, agreement analysis and the provision of advice where required.
- Lead and contribute towards the negotiation of collective agreement and pay equity settlements on behalf of the Ministry consistent with the agreed bargaining parameters.
- Develop/use appropriate advocacy behaviours/strategies.
- Actively develop, and provide support, to other advocates through leading and/or providing timely data to support bargaining; and by mentoring and assisting advocates to develop the skills to use the costing and data tools available to use to support their bargaining.
- Lead out on interest-based bargaining.
- Develop strategy and approaches for managing employment relations projects.
- Develop and maintain relationships within the sector to inform and support the development and implementation of policies and strategies.
- Respond to external and internal enquiries on the education sector employment agreement issues.
- Draft and prepare ministerial correspondence, parliamentary questions, official information requests, cabinet papers, submissions, briefing notes, etc. for the Manager.
- Be current with the Government's policy and initiatives, which affect education sector employment relations.
- Provide high quality advice on a wide range of employment relations issues which satisfy the following criteria:
  - Takes into account relevant and current literature and statistical data
  - Incorporates possible implications, and
  - Is well argued, logically presented and timely.
- Keep fully up to date and aware of education and employment relations issues and developments and apply these insights to policy work.
- Take responsibility for fostering formal and informal opportunities across the Ministry to increase the flow of ideas and lessons from experience; and for increasing the inflow and integration in policy work of insights from domestic and international developments.
- Actively contribute to the quality control of policy advice and other work through regular participation in peer review, policy appraisal and discussion of issues.

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### Wheako | Experience

To be successful in this role you will have the following experience:

- Experience at a leadership level, ideally in a complex organisation. Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes. Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in researching and developing strategies.
- Advanced experience and skills in industrial advocacy, and directly relevant work areas which could include HR management, project management, policy analysis, and payroll management.
- Experience with statistical, costing, and modelling techniques.
- Advanced knowledge of Employment Relations, ability to negotiate and to settle collective agreements.
- Significant experience and demonstrated skills and knowledge as educational practitioner.
- Knowledge of the public sector environment and machinery of government.
- Knowledge of public sector labour market issues.
- Strong relationship management skills.
- High level of accuracy and attention to detail.

### Ngā Āheinga | Capabilities

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

- A proven 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 proven track record of building and maintaining trusted relationships with (as appropriate):
  - colleagues
  - stakeholders
  - Māori and iwi
  - Ministers
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Thinks strategically at an organisational level (i.e. sees organisational issues through a range of lenses and stakeholder perspectives; and recognises broader cross-organisational implications and connections between organisational issues).
- Progresses current organisational thinking (i.e. challenges the organisation's status quo; and progresses strategic thinking across the organisation).

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- Develops and implements organisational and/or group strategy (i.e. engages other managers and staff in developing robust strategies which have a significant impact on organisation priorities; aligns group initiatives with strategic objectives; and translates strategy into group-wide action in planned, disciplined, and agile ways).
- Engages people in the organisation and group vision (i.e. articulates a clear and compelling vision for their group's future
- over the next 3+ years, aligned with the organisation vision; and engages organisation staff and managers in the vision).
- Leads with purpose (i.e. chart a clear direction for a team).
- Persuades and inspires others (i.e. engages others in initiatives).
- Communicates clearly (i.e. tailors messages so that they resonate with a range of different audiences).
- Communicates with impact (i.e. conveys energy, urgency, confidence, and a sense of ease).

## 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, confident, 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	November 2024
Approved By	Senior HR Advisor