

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor

Business Group	Te Pae Aronui Network & Regulatory
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 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 role contributes thought leadership, technical support, expertise to strategies, work programmes and change expertise to support the achievement of outcomes aligned the Ministry's purpose and agreed strategies.

The Senior Advisor, Early Learning Operations, supports specific programmes of work, new initiatives and process improvements to realise the outcomes of continuing participation in quality early learning for children 0 – 6 years within the New Zealand Education system. The Senior Advisor is skilled in managing organisational risk and developing key operational documents and works within the broader ECE group to provide a seamless, integrated approach to implementing policies, processes and frameworks.

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, working with others to inform operational level decision making.
- Create and share information that will help shape training resources focused on early childhood education legislation.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Support the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- 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.

As Senior Advisor, you will:

- Support leadership for early learning initiatives around implementation, service design, and change within the Early Learning Operations team
- Contribute to the programme design and influence changes in the Ministry's policy, processes, plans and practices to develop and deliver initiatives
- Where required, work with the regional leaders of the Ministry to plan implementation and facilitate the implementation and roll out by marshalling resources, tools and plans that enable the regional teams to deliver effective services to the sector
- Contribute to projects and provide coaching and mentoring to members of the team when and where necessary
- Represent the Early Learning Operations team within the Ministry, and externally, with sector agencies and stakeholders as required
- Contribute to the successful development, implementation and roll out of new initiatives, programmes of work and change ensuring that they are well aligned to the Ministry's overall strategy and vision
- Input into a review of regulatory settings for the ECE sector and management of the implementation of any subsequent changes.
- Shaping programme design and delivery and system capability with a view to embed new ways of working within our core practices and service delivery.
- Contribute to the development and implementation of new initiatives, practices and change aimed at improving outcomes for Māori children, Pasifika children, children from low-socio economic areas and children with special education needs.

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Job Description

- Co-ordinate and produce analysis and advice which has a sound evidence base, identifies and assesses options, identifies risks and implications and presents clear recommendations
- Having working relationships with others across ECE workstreams group as well as the Te Pae Aronui leadership team, Regional Directors, managers and national office managers and other employees within the Ministry.

You will make recommendations in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

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

- Strong capability in producing clear, high-quality written material.
- Ability to collate information from various sources and translate the complex information included in the Early Learning Regulations and Licensing Criteria to a format that supports the user experience
- Ability to transfer the required information to Training Services in a simple format to ensure it can be used by a non-SME Training Services staff to design and develop training resources to upskill both internal and external audiences.

Ngā Āheinga | Capabilities

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

- Excellent interpersonal and communication skills.
- Ability to work independently and within a team environment, handle multiple tasks and work under pressure
- Able to manage own tasks and competing ad hoc demands for resource and support

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	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing



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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 2025
Approved By	Grace McLaughlin