

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Education Adviser, Early Learning

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 Education Adviser, Early Learning works with early learning services across the region to implement the regulatory framework for Early Learning and provide advice and guidance to the early learning sector to ensure quality provision.

They support the implementation of services, projects and initiatives, and they develop and implement projects to increase early childhood education participation by children from target populations (e.g. Māori, Pasifika and low social-economic communities) in areas where participation is low.

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### Ngā Haepapa | Accountabilities

**As the specialist 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 specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to 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.
- Collect and use regional data and insights to make evidence-based decisions and recommendations on operational issues.
- Contribute to an effective team, both nationally and regionally, with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Make decisions in accordance with the Ministry's policies and delegation frameworks.

**As the Senior Education Adviser Early Learning, you will:**

- Follow Ministry processes to:
  - assess regulatory framework when licensing new services and change of management, conduct licensing assessments as a part of complaint or incident investigation, to identify any non-compliance, and gather evidence and make recommendations.
  - provide certification and advice for playgroups.
- Work in a collaborative way with key stakeholders to provide timely, accurate, quality implementation advice and support, ensuring compliance with statutory and regulatory requirements and obligations.
- Contribute to improvement -focused action across a community pathway within a regional integrated team.
- Provide analysis and advice to managers and teams throughout the Ministry who are working on related early learning issues to contribute to integration and co-ordination.
- Work efficiently and effectively to establish and maintain timeframes, managing own input, workflow and ensuring others' contributions are made to enable work to progress.
- Build trust when working with key stakeholders, to support decision making and sustain improvement and change and maintain open, responsive and inquiry-focused relationships with stakeholders and colleagues.
- Give expression and practical effect to Te Tiriti o Waitangi (Te Tiriti) within all team activities.
- Support colleagues in the region to provide high-quality service and responses to the sector, the Ministry and Government.
- Understand the significant of language, culture and identify areas for improvement.

### Ngā Tohu Mātauranga Waiwai | Essential Qualifications

A tertiary qualification in Early Childhood Education or other relevant discipline.

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### Wheako | Experience

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

- Knowledge and experience of Early Childhood services, and the Early Childhood curriculum, regulations and/or pedagogies.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Evidenced bi-cultural practice and a working knowledge of Te Tiriti and evidence of working with other cultures.
- Experience in engagement with Pacific groups and communities.
- Understanding of the broader education systems in New Zealand and relevant education legislation.
- Demonstrated ability to understand links to initiatives within and outside their area of work.
- An understanding of project planning and implementation including project design and planning, clear target setting and monitoring, prioritisation, evaluation, communication and relationship management strategies.

### Ngā Āheinga | Capabilities

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

- The ability to work as part of a team
- An ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- Excellent relationship management skills
- 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	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	May 2023
Approved By	Sandy Sharma – Senior HR Advisor