



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Advisor, Sector Care Record

Business Group	Te Pou Rangatōpū Corporate
Location	Flexible, Wellington preferred
Salary band	A5

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 āianeī, 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 Advisor Sector Care Records is a 12-month fixed term role to support recommendations aimed at improving care records management across schools and kura.

You will support the Education Sector's response to ensure best practice record-keeping and information management recommendations are met, including support to improve record-keeping guidance for schools and kura.

This technical, specialist, and hands-on advisor role will support the development, implementation and maintenance of the Care Records requirements and functions (including training) and processes to the Sector to support their ability to purposefully create, manage and maintain care records.



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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 Advisor, Sector Care Records you will:

- Support the establishment of a Care Records approach for Schools and Kura, taking into account governance responsibilities and legislative requirements, including the Public Records Act 2005.
- Support engagement to ensure document, records and information management tools and resources are useable and appropriate according to the Care Records definition and the Care Records framework.
- Provide timely, quality advice and support, as well as practical solutions for the management of education sector recordkeeping requirements.
- Support sector-based training programmes and ad hoc training sessions and assist keeping training resources updated.
- Work alongside regional Ministry teams to ensure that they understand the care records requirements, and that they are able to support schools and kura with implementation.
- Contribute to the development, maintenance and production of Sector Care Records monitoring and reporting activities that meets Ministry, Sector and Cross-Agency requirements.

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:

- Experience in Document and Records management or Information Management
- An understanding of care records, as well as relevant legislation such as the Public Records Act (2005), the Archives NZ Information and Records Standard (2016), the Privacy Act (2020), and the Official Information Act (1982).
- Practical experience in customer support.
- Business analysis and business processing experience is desirable.



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Ngā Āheinga | Capabilities

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

- Excellent interpersonal and communication skills.
- Ability to analyse and prioritise multiple work items.
- Ability to build relationships and partnerships to achieve shared outcomes.
- Ability to support information management systems and processes across formats.

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
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	October 2025
Approved By	HR Advisory Team