**Te Tāhuhu o te Mātauranga**
Ministry of Education

## Ngā Kōrero e pā ana ki te Tūranga
# Job Description

# Functional Specialist

| Business Group | Te Pou Rangatōpū | Corporate |
|---|---|
| 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 āianei, 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 Functional Specialist analyses business requirements, designs and implements configurable solutions. They have a deep understanding of the functionalities, business processes, and industry best practices of one or more low code application platform. The role makes a valuable contribution to the Ministry of Education delivering excellent and equitable outcomes.

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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 Functional Specialist you will:**

- Analyse and understand business processes, objectives, and requirements to identify configurable solutions that align to their needs.

- Collaborate with stakeholders, to gather and document functional requirements and translate them into effective solutions.

- Design and develop scalable and efficient solutions by leveraging out of the box (OOTB) functionality where possible.

- Understand when to deliver features using no-code, low-code or code.

- Conduct system and data analysis to identify gaps, issues and opportunities for improvement within the platform.

- Provide expert guidance and recommendations on best practices, industry standards and platform specific capabilities to clients and internal teams.

- Contribute to test plans and assist testing to ensure quality and accuracy of solutions delivered.

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 a complex organisation

- Experience in building relationships and partnerships to achieve shared outcomes.

- A relevant tertiary qualification, industry certifications, or equivalent proven experience.

- Experience working with agile software development methodologies and an understanding of software development lifecycle (SDLC).

- Prior experience delivering solutions on a low code application platform (LCAP).

- Data analysis and modelling

- Proven ability to critically analyse complex information to make effective decisions ad recommendations.

**Ngā Kōrero e pā ana ki te Tūranga**

# Job Description

## Ngā Āheinga | Capabilities

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

- A 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.

- Excellent interpersonal and communication skills.

- A commitment to ongoing personal and professional development.

- Negotiating and facilitating skills, including the ability to work effectively with a range of people in a variety of educational and cultural contexts.

- Sound levels of judgement, adaptability, integrity and the ability to handle confidential and sensitive information.

- Ability to learn new languages and technologies.

## 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.

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## Skills Framework for the Information Age

Strong IT capability is vital to keep us secure and to deliver innovative and effective solutions for the Education system. SFIA, the Skills Framework for the Information Age, is the technical competency and skills framework mapping individual professional skill level to a set of internationally recognised standards. Information about SFIA, including the SFIA competencies and skills required for this role, is available on the Ministry Intranet.

| Capability | Level | Expectation |
|---|---|---|
| Business process improvement BPRE | 5 | Manages the execution of business process improvements. Analyses and designs business processes to identify alternative solutions to improve efficiency, effectiveness and exploit new technologies and automation. Develops graphical models of business processes to facilitate understanding and decision making. Assesses the feasibility of business process changes and recommends alternative approaches. Selects, tailors and implements methods and tools for improving business processes at programme, project or team level. Contributes to the definition of organisational policies, standards, and guidelines for business process improvement. |
| Stakeholder relationship management RLMT | 4 | Deals with problems and issues, managing resolutions, corrective actions, lessons learned, and the collection and dissemination of relevant information. Implements stakeholder engagement/communications plan Collects and uses feedback from customers and stakeholders to help measure the effectiveness of stakeholder management. Helps develop and enhance customer and stakeholder relationships. |
| Requirements definition and management REQM | 2 | Uses standard techniques to elicit, specify, and document requirements for simple subject areas with clearly-defined boundaries. Assists in the definition and management of requirements. Assists in the creation of a requirements baseline. Assists in investigating and applying authorised changes. |
| Programming / Software development PROG | 2 | Designs, codes, verifies, tests, documents, amends and refactors simple programs/scripts. Applies agreed standards and tools to achieve a well-engineered result. Reviews own work. |
| Business modelling BSMO | 2 | Understands the purpose and benefits of modelling. Uses established techniques, as directed, to model simple subject areas with clearly defined boundaries. May assist in more complex modelling activities. Develops models under the guidance of subject matter experts. |

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## Ngā Whakaaetanga | Approvals

| Date Reviewed and Approved | September 2025 |
|---|---|
| Approved By | HR Advisory Team |