

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor

Business Group	Te Pou Kaupapahere
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 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

As part of the Office of the Hautū, the Senior Advisor provides essential support across the group's workstreams by providing advice in planning, stakeholder engagement, reporting, and risk management, enabling managers and SMEs to focus on strategic and policy matters.

The Senior Advisor will develop and maintain processes, systems and tools to collate and manage workstream information and enable strategic insight and advice that supports the teams within Te Pou Kaupapahere deliver on the education policy work programme.

The role ensures consistent coordination, timely delivery, and improved visibility across workstreams, while also supporting cross-group collaboration, alignment and best practice. Key to success will be building strong

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relationships and timely communication.

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 Senior Advisor you will:

Portfolio-wide collation and maintenance of information

- Work with teams across workstreams, projects and programmes to collate information on progress, planning and portfolio level risks.
- Lead workstream planning and scheduling as needed
- Communicate information requirements to stakeholders ensuring they have enough lead in time and an understanding of what the information will be used for.
- Follow up gaps or issues with information provided.
- Ensure aggregated views of the information and progress are shared back to stakeholders

Planning, monitoring, tracking and reporting

- Develop and apply operating processes, systems and tools that provide improved support to Te Pou Kaupapahere Group Managers, Policy Directors and Senior Policy Managers.
- Assist managers and SMEs to identify, analyse and understand the impact of issues and risks on the overall work programme at both a group and individual workstream level. Provide advice and guidance to management on how to treat these identified risks and mitigations.
- Assist with the completion of project methodology deliverables and planning documentation
- Prepare the required status and progress reports (including risks and issues)
- Support managers to monitor and track workload, risks and issues related to the group's work programme.

Information management and Programme support

- Define information and tools requirement for workstreams, projects and programmes. This will include high-level:



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- scope
 - timelines
 - deliverables
 - programme-level outcomes
 - contribution to system-level outcomes
 - impact on stakeholders
 - risks
 - dependencies
 - resources
 - costs
 - assumptions
- Support workstreams, projects and programmes in identifying and managing information quality
 - Work with the team and key stakeholders to design ways to deliver visuals to share updates and information.

Administrative support

- Organising meetings, venues, papers for meetings as required
- Provide administrative support to senior officials as required
- Prepare and distribute papers and agendas for Boards and any other meetings related to workstreams, projects or programmes, and take minutes

Customer Service

- Responds to queries from internal and external stakeholders, including the Ministers' Offices, in an appropriate and timely manner
- Refers, resolves and escalates queries and issues that have been raised to the appropriate person

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.
- Experience of working in a Government agency and a sound understanding of the machinery of government, public sector delivery structures and systems.
- Experience working in an administrative or support role
- Experience of providing quality and timely advice, written and verbal
- A tertiary qualification in a relevant field or equivalent experience

Ngā Āheinga | Capabilities

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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.
- Working co-operatively and flexibly with others to solve problems or complete tasks
- Analysis and problem-solving ability
- Develops effective working relationships and builds credibility with customers at all levels or colleagues
- Deliver results by taking ownership, and being proactive and pragmatic
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.
- Resilience to deal with pressure in a mature way
- Uses positive attitude to ensure work progresses appropriately with all involved
- Initiative – proactively looks for new and innovative ways of approaching situations and solving problems. Is accountable for achieving required outcomes.
- Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities.
- Has ability to work alongside peers or those senior to ensure the delivery of written material and response to requests

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. 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



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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