



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Lead Advisor Change

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	B4

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 Lead Advisor Change supports the Manager, Workforce Design, Capability and Wellbeing by providing thought leadership and expertise in organisational design and change and by acting as a coach and mentor to members of the HR Advisory team who support the delivery of change initiatives.

The Lead Advisor Change is responsible for leading organisational design and change, that delivers outcomes, by supporting Hautū and senior leaders to lead their teams through change using best practice organisational change methodologies.

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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 Lead Advisor Change you will:

- Lead the engagement with Hautū / senior leaders and facilitate change management best practice workshops with senior leaders as required.
- Provide strong and professional change advice, services and support to Te Tāhuhu to ensure organisational change that delivers outcomes.
- Lead organisational design work ensuring alignment to key principles.
- Provide expert advice and support to the wider team on change and implementation methods to support delivery.
- Support the development of business cases for change and work with the Manager, Workforce Design, Capability and Wellbeing to have all approvals in place ahead of detailed consultation implementation planning.
- Work with the ER Lead to ensure ER issues and risks are identified and mitigated appropriately.
- Provide guidance to the HR advisory team to deliver a seamless and efficient change process including development of current and target state positions (including FTE and cost implications) and the design and management of any EOI processes.
- Coach and mentor the HR team members, and build change capability, knowledge and experience within the wider team.
- Support an effective team by creating a working environment within the team that encourages and supports high performance, collaboration across teams, knowledge sharing, ongoing learning, creativity and innovation.
- Ensure the Advisory Services team receive appropriate support, training, mentoring and guidance so they understand their expectations and responsibilities in relation to change processes.

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- Promote the right attitudes and behaviours that contribute to the overall culture of People, Sustainability and Place, respecting our obligations to Te Tiriti and He Huarahi Pai.

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.
- In-depth knowledge of employment legislation as it relates to change.
- The ability to demonstrate deep knowledge and expertise in organisational change.
- Relational approach to coaching and developing team members and others.
- Experience working with/in a large complex Public Sector organisation.
- Tertiary qualification, preferably in Human Resources, or an equivalent combination of education and practical experience.

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.
- A track record of developing effective working relationships and building credibility with managers at all levels.

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
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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	May 2024
Approved By	General Manager, People, Sustainability and Place