



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, Office of the Hautū

Business Group	Te Pae Aronui Operations and Integration
Location	Wellington
Salary band	A9

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 Principal Adviser supports the General Manager, Office of the Hautū, contributing thought leadership and expertise to strategic priorities, work programmes and complex system issues to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies.

You will advise and lead the provision of specialised work across a range of programmes and services. Providing the system level risk based assurances across the different groups across Te Pae Aronui and the Ministry. Maintaining a national overview of the activities being delivered and providing guidance, support and improvements

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to ensure the delivery of high-quality programmes and services.

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, mentoring, quality assurance, and proactively sharing knowledge and expertise.

As the Principal Advisor, Office of the Hautū you will:

- Identify, shape and lead programmes of work in response to the groups and Te Pae Aronui key performance areas.
- Constructively promote active debate over critical issues based on evidence, research, analysis and stakeholder feedback.
- Provide leadership and mentoring to staff in own team and across wider Te Pae Aronui and Te Tāhuhu teams.
- Lead the implementation and operation of policies that affect the programmes and services.
- Provide advice proposing what priorities should be progressed to ensure effort is focused on where it has the most impact.
- Ensure regional staff, service providers, early learning services and other stakeholders are proactively informed about strategic issues.
- Ensure recommendations and decisions made are evidence-based.
- Collaboratively work with your team members to support individual professional development plans.
- Represent Te Pae Aronui operations within the Ministry and with key stakeholders and participate in cross-ministry initiatives and policy development.
- Ensure Te Tāhuhu fulfils its statutory obligations in a manner which enhances confidence in the education system.
- Ensure all services and programmes are reported on accurately.
- Identify critical gaps, risks and opportunities, and provide advice and support in addressing these.
- Report on operational delivery and provide information and resources to support other groups within the Ministry.

You will make decisions in accordance with the Ministry's policies and delegations framework.

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Wheako | Experience

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

- Experience in a complex organisation of leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in Public Sector organization, and awareness of political and ministerial cycle.
- Relevant specialist tertiary qualification in a relevant field or equivalent level of practical experience is required.
- Sound project management skills and experience including financial management experience.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Experience using evidence-based decision making and intervention logic.

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.
- Political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- A commitment to ongoing personal and professional development.
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues in Te Mahau and across Te Tāhuhu.

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 Hono Valuing Māori	Confident
Pou Mana Knowledge of Māori content	Confident
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	June 2023
Approved By	HR Advisory Team