

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, School Operations

Business Group	School Operations – Te Pae Aronui
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 Advisor supports the Manager, School Operations, contributing leadership and expertise to strategic priorities, work programmes and complex system issues to support our regulatory work and the achievement of outcomes aligned to the Ministry's purpose and agreed strategies.

You will lead the provision of expert advice and guidance across our range of programmes and regulatory services designed to support our front-line teams. Maintaining a national overview of the activities being delivered and providing guidance, support, improvements based on reviews and evaluations to ensure the delivery of high-quality programmes and services.

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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 Principal Advisor, School Operations you will:

- Identify, shape and lead programmes of work which support the regulatory functions across Te Tāhuhu.
- Constructively promote active debate over critical issues based on evidence, research, analysis and stakeholder feedback.
- Provide leadership and mentoring to staff in our team and across wider Te Tāhuhu o te Mātauranga teams.
- Lead the implementation of policies that give effect to the Ministers' priority programmes and services provided by Te Tāhuhu.
- Provide advice proposing what priorities should be progressed to ensure effort is focused on where it has the most impact.
- Identify, shape and lead programmes of work in response key performance areas of School Operations.
- Support management with financial tracking and forecasting.
- Represent School Operations within the Ministry and with key stakeholders and participate in cross-ministry initiatives and policy development.
- Ensure Te Tāhuhu fulfils its statutory obligations connected to School Operations work, in a manner which enhances confidence in the education system.
- Ensure all services and programmes are reported on accurately.
- Work with the Manager School Operations on team planning, team development plans and any other key strategic planning work as it arises.
- Identify critical gaps, risks and opportunities, and provide advice and support in addressing these to the School Operations Manager.

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 formally leading thought leadership content creation in large organisations.
- Proven experience in building relationships with senior stakeholders and partnerships to achieve shared outcomes.
- Experience in utilising creative approaches to tailor messaging to different audiences (from front line through to Minister's).
- Have proven experience in developing content and educational materials using multi-modal approaches such as written, audio and video content.
- Experience in using AI technologies and automation processes, or willingness to learn them, to support a movement towards integration or operational efficiencies.
- Experience using qualitative and quantitative research methodologies to provide evidence-based decision-making models and intervention logic techniques.
- Experience in presenting to steering committees and governance boards as a facilitator or as a Project/Programme lead/Strategic Advisor.
- Experience in leading teams in transformational culture change, 'bringing people on the journey' towards new ways of working.
- Proven leadership experience.
- Relevant specialist tertiary qualification in management/leadership, marketing or relevant field or equivalent level of practical experience is required.

Ngā Āheinga | Capabilities

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

- An ability to lead programmes of work with minimal levels of direction being required.
- You are comfortable with being a 'generalist specialist' rather than being a SME in any one area. This gives you the ability to be 'placed' into programmes across the ministry and support an integrated approach.
- 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.
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues across Te Tāhuhu.



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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	Confident
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Confident
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