

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Principal Advisor, School Transport

Business Group	Te Pou Hanganga, Matihiko   Infrastructure & Digital
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

Principal Advisors provide leadership and support to ensure the efficient and effective delivery of high-quality services. The role of Principal Advisor will also be required to take responsibility for aligned deliverables and lead discrete pieces of work as agreed with their direct manager.

The School Transport, Principal Advisor leads the development of high-quality advice for School Transport and Ministers on complex issues across a wide range of topics. This will involve providing operational policy guidance to School Transport staff, and the development of advice on opportunities for operational improvements. The Principal Advisor leads the provision of specialised work programmes within the group to enhance education outcomes while also engaging across sector, industry, and other agency stakeholders to ensure service design is optimised to deliver public value.

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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 Transport you will:

- Prepare high quality expert advice on strategic risks, issues and opportunities
- Provide leadership to help others track, anticipate and respond to emerging issues
- Develop solutions to address critical issues, working with key people across the Ministry
- Provide leadership and mentoring to staff in wider team
- Prepare strategic and operational papers and correspondence including business cases and/or project plans
- Provide support for tracking, anticipating and responding to risks and issues
- Lead, contribute to and co-ordinate working groups and interagency meetings
- Work consistently to established timeframes, managing own input and ensuring other contributions are timely
- Monitor progress of allocated initiatives and ensure issues are proactively resolved
- Give effect to te Tiriti by developing frameworks and tools alongside Māori; developing communications capability with authentic use of te reo; and co-developing policies and processes with kaimahi Māori.
- Support the Director of Education to ensure the positive management of relationships with external bodies, agencies and other stakeholders
- Provide specialised input into policy, design and implementation advice demonstrating a high level of understanding of the evidence base for this work

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

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# Job Description

### 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
- Sound understanding of machinery of Government, public sector delivery structures and systems
- Working understanding of the Treaty of Waitangi and its implications for the work of the Ministry
- Ability to work within the Ministry structures policies and priorities, influencing improvement opportunities and creating synergy
- Previous experience of effectively leading projects and change in large and complex organisations
- Previous experience of planning, risk, performance management and / or assurance
- Able to write with clarity using the active voice and sequencing content so that it delivers messages effectively
- Significant experience liaising with, communicating to, consulting with and influencing stakeholders
- Understanding of issues involved in the effective implementation and achievement of outcomes in the social sector
- Record of successful achievement in the identification, analysis and design of solutions for complex problems
- Proven record in translating information into cogent arguments and presenting high quality, timely and credible advice to high level decision makers
- Experience in stakeholder communications.

### 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
- Able to write with clarity using the active voice and sequencing content so that it delivers messages effectively
- Understanding of issues involved in the effective implementation and achievement of outcomes in the social sector
- Advanced influencing, relationship management and stakeholder engagement skills
- Record of successful achievement in the identification, analysis and design of solutions for complex problems

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# Job Description

## 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, consolidation, 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.

## Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	1 May 2023
Approved By	HR Advisor