

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Advisor, Organisational Development

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A8

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. 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.

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

Help shape the future of Education

We work to shape an education system that delivers equitable and excellent outcomes.

Our organisation is made up of talented and committed people around Aotearoa, from a wide range of backgrounds and cultures. While we work in different groups and on different things, we all strive every day to make the biggest difference we can for our students in our education system.

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Tēnei Tūranga | About the role

This role is pivotal in providing expert organisational development knowledge and experience to support the effective delivery of key people strategies. You will collaborate with colleagues across People Sustainability & Place, wider Ministry business groups, and key stakeholders to assess organisational development needs, offering tailored recommendations for solutions.

Key Responsibilities:

- Collaborate closely with various teams and stakeholders to identify and assess organisational development needs.
- Recommend and implement strategic initiatives that align with organisational development priorities, driving tangible results.
- Initially focus on supporting activities related to Public Service Commission work programmes.
- Partner with your manager and the Manager, Training Services, to ensure effective communication and coordination with the Public Service Commission and senior leadership within the Ministry.

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, Organisational Development, you will:

- Help manage and support the delivery of key Organisational Development (OD) programs, focusing on leadership development, talent and succession planning, inclusion and diversity, culture, and employee engagement. You will ensure these programs meet the Organisation's needs while promoting continuous improvement.
- Lead OD Program Delivery: Oversee the implementation of various OD programs.
- Develop Plans and Assess Risks: Create business cases and delivery plans for OD initiatives, assess potential risks, and track the effectiveness of programs to drive improvements.
- Support Employee-Led Initiatives: Help facilitate and support employee-led initiatives that align with the Organisation's goals and public sector objectives.
- Share Knowledge Across the Organisation: Provide expertise and share best practices to help improve workforce capability, Organisational performance, and employee wellbeing.
- Engage with Public Service Commission (PSC): Stay informed on the PSC's expectations and work on

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cross-agency projects, contributing to shared reporting and information exchange.

- **Support PSC Processes:** Help plan and manage activities related to the PSC's cyclical requirements, ensuring all processes are followed correctly.
- **Collaborate with Senior Leaders:** Work with the Manager, Workforce and Insights, and the Manager, Training Services to manage relationships with the Public Service Commission and senior leadership teams.
- **Provide Advice on Key Areas:** Offer guidance on talent management, succession planning, culture, and leadership development to support decision-making and Organisational growth.
- **Make Informed Decisions:** Ensure decisions align with the Ministry's policies and delegations, maintaining consistency and transparency.

Wheako | Experience

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

- Senior Advisor-level experience in Organisational Development.
- Experience working in a complex public sector organisation or a similar setting.
- Ability to build relationships and partnerships with senior stakeholders to achieve shared goals.
- Experience acting as a Subject Matter Expert (SME) in your field.
- Experience in delivering projects with multiple stakeholders, managing different perspectives to reach a successful outcome.

Ngā Āheinga | Capabilities

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

- A proven track record of bringing people together, effectively leading, coaching, and mentoring teams to achieve shared goals and outcomes.
- **Data-Driven Decision Making:** A strong ability to leverage data and insights to identify emerging trends, risks, and opportunities.
- **Communication and Interpersonal Skills:** Excellent communication skills, with the ability to engage effectively and build relationships at all levels of the organisation.
- **Commitment to Growth:** A genuine commitment to continuous personal and professional development, demonstrating a proactive approach to learning and improvement.
- **Collaboration and Inclusion:** A collaborative mindset, actively seeking diverse perspectives and using them to inform decision-making and enhance your work.
- **Challenging the Status Quo:** Confidence in constructively challenging existing practices and systems to drive innovation and positive change.

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

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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

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	March 2025
Approved By	General Manager, People, Sustainability and Place