

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Senior Education Advisor

Business Group	Te Mahau takiwā
Location	Regionally Based
Salary band	A7

## 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 ākongā 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 ākongā and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākongā and their whānau, from early learning through tertiary.

## Tēnei Tūranga | About the role

The Senior Education Advisor contributes thought leadership and expertise to strategies, work programmes and complex system issues to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies.

You will enable the positive changes required to lift aspiration and raise educational achievement for every New Zealander. The Senior Education Advisor engages with the learning community to broker and support the implementation of services, projects and initiatives.

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### Ngā Haepapa | Accountabilities

#### As a Strategic Advisor within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share expert knowledge across the organisation and the system, working with others to inform system-level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

#### As the Education Advisor you will:

- Provide advice and guidance on the implementation of services, projects and initiatives
- Apply evaluative capability and advanced problem-solving skills to manage complex problems and decisions
- Lead portfolios and initiatives, deliver specific projects and co-ordinate the provision of specialised input into implementation
- Maintain and apply an understanding of the statutory and regulatory framework that the Ministry operates within
- Champion and support the implementation of change and new initiatives
- Keep abreast of Ministry work progress and developments in the education sector, identifying implications and opportunities
- Provide advice on delivery issues, operational perspectives and policy implications with robust quality assurance, consistency, and monitoring of public expenditure for services and projects
- Draw on a range of evidence to inform implementation and planning
- Ensure tailored and responsive brokering of services and support is provided for individual education providers and the wider community as appropriate
- Use a range of organisational and facilitation skills to deliver a responsive service
- Foster the development of collaborative relationships widely in the community
- Demonstrate the significance of identity, language and culture in their work, and engage effectively with Māori
- You will make decisions in accordance with the Ministry's policies and delegations' framework.

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### Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Relevant tertiary qualification or equivalent level of practical experience required

### Wheako | Experience

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

- Experience at a leadership level, ideally in a complex organisation
- Experience 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 of working in a Government agency and a sound understanding of the machinery of government, public sector delivery structures and systems.
- Demonstrated ability to understand linkages with initiatives within and outside their area of work.
- In-depth understanding of project planning and implementation including project design and planning, clear target setting and monitoring, prioritisation, evaluation, communication and relationship management strategies.
- Experience of providing high quality and timely advice, written and verbal
- Working co-operatively and flexibly with others to solve problems or complete tasks
- Ability to operationalise and implement policy
- Analysis and problem-solving ability
- Awareness of, and sensitivity to, the particular needs of the Ministry's priority learners
- Relationship and stakeholder management experience
- Excellent writing and communication skills
- Experience in working with complex issues and concepts
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues in Learning Support
- Deliver results by taking ownership, and being proactive and pragmatic
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.

### Ngā Āheinga | Capabilities

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

- A proven 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.

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- A proven track record of building and maintaining trusted relationships with (as appropriate):
  - colleagues
  - stakeholders
  - Māori and iwi
  - Ministers
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Resilience to deal with pressure in a mature way
- Uses positive attitude to ensure work progresses appropriately with all involved
- Initiative – proactively looks for new and innovative ways of approaching situations and solving problems. Is accountable for achieving required outcomes.
- Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities.

## 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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kīpa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident

## 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 2023
Approved By	HR Advisory team