

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Occupational Therapist

Business Group	Te Mahau takiwā
Location	Regionally Based
Salary band	Field Staff

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 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 purpose of the Occupational Therapist is to provide effective, efficient and equitable occupational therapy services in accordance with the goals, objectives and policies of the Ministry of Education.

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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 Occupational Therapist, you will:

- Provide high quality learning support services to facilities, learners, parents/caregivers and to other service users in accordance with the guiding principles of the NZ Curriculum Framework.
- Respond to referrals, provide assessment and through direct or indirect intervention implement school based occupational therapy programmes to meet the needs of identified learners.
- Develop and implement, either individually or as a member of a team, inclusive programmes by working collaboratively with parents, whānau, caregivers, teachers/educators and other professionals.
- Facilitate and contribute to comprehensive and multi-disciplinary assessments.
- Work effectively with children and young people across a diverse range of settings and circumstances.
- Use specialist skills and knowledge to contribute to a team approach to promote best outcomes for the learner in an inclusive environment.
- Provide leadership and efficient management within a team of education and/or other professionals, or will collaborate as the case may be, in undertaking learning support projects, when required.
- Develop, or assist to develop, plan and implement in service training modules for teachers, teacher aides, school management teams, parents/caregivers and community groups.
- Provide a service that projects the principles of the Treaty of Waitangi and reflects a partnership between tangata whenua and tau iwi.
- Support parent/whānau networks.
- Support services which are community and marae based.
- Promote bicultural values and language.
- Facilitate partnership between the iwi/hapu and the facility to promote equity within the Ministry and the community it serves.
- Respond to a wide range of individuals, community groups, sector groups and other social service agencies, as well as to the principles of key government initiatives and strategies, through all aspects of service provision.
- You will make decisions in accordance with the Ministry's policies and delegations framework.

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Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Degree in occupational therapy, or its accepted equivalent as required by the New Zealand Board of Occupational Therapists
- Registration with the New Zealand Board of Occupational Therapists and a current practising certificate
- Full clean Driver's License.

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.
- Postgraduate experience with at least one year in paediatrics or neurology.

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.
- Specialist knowledge of theory, research and practice related to:
 - Typical and atypical child and human development
 - Occupational therapy theory and practice
 - Environmental modifications and assistive devices
 - Functional implications of sensory, motor, cognitive and psychosocial dysfunction
- Broad knowledge of:
 - The NZ Curriculum Framework
 - Learning Support and/or the disability sector
 - Relevant legislation, policy and best practice
 - Relevant health and welfare entitlements and community services
- Ability to apply specialist knowledge of occupational therapy theory and practice in the development of appropriate interventions in inclusive educational settings
- Ability to undertake a range of formal and informal assessment procedures using a range of assessment tools and to interpret the results
- Ability to translate specialist knowledge into practical information that will assist in the development, provision and support of individual programmes in order to overcome barriers to learning

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- Ability to teach and empower both the individual learner and those supporting the programme to ensure integrated effective management of the learner's needs
- Ability to work effectively with children and young people across a range of settings
- Demonstrate strong interpersonal skills, particularly relating to the establishment of effective relationships with families and whānau
- Ability to develop relationships and networks and co-ordinate service delivery with a range of agencies
- Ability to coach and upskill others

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	July 2025
Approved By	HR Advisory team