



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor, Operational Design and Development

Business Group	Te Pae Aronui
Location	Wellington
Salary band	A9

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

Ka mahi tahi mātou o te ratonga tūmatanui 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 Principal Advisor plays a pivotal role in contributing to the design and development of solutions and frameworks across the education system.

The Principal Advisor will work closely with a range of people to lead, build and enhance the overall capability of the group. As a senior practitioner in the function, you'll play a pivotal role in building and maintaining a culture of success through coaching, mentoring and driving effective practice and behaviours.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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 you will:

- Identify strategic issues and opportunities emerging from external and internal data and insights and make recommendations to integrate these topics into the team's work programme.
- Support change through focusing on and evidencing what is efficient, what's working and what's not.
- Lead initiatives of significant complexity in a well-organised way.
- Be a skilled planner, who regularly monitors and reports progress and opportunities for improvement.
- Effectively and consistently identify, analyse and manage risk, alerting others to potential problems/risks well in advance and proposing solutions.
- Lead strategically difficult projects that span a number of complex issues over an extended period of time.
- Provide advice for the design, operational development, and implementation of specific initiatives, based on robust evidence and analysis.
- Provide leadership and mentoring to staff in the function and across wider organization.
- Work with key people across the Ministry to develop solutions to address critical issues and influence continuous improvement to drive efficiency and improve outcomes.
- Collaboratively work with team members to support individual professional development plans.
- Support Te Tāhuhu to fulfil our statutory obligations in a manner which enhances confidence in the regulatory and education system.
- You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

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

- Demonstrated experience in leading, designing and delivering within large work programmes, balancing policy, operational needs with the need of ākonga and whānau.



Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Experience in a complex organisation and the ability to identify and build effective working relationships and partnerships to achieve shared outcomes.
- Experience coaching, mentoring and supporting others to deliver and develop against their personal and team priorities and areas of focus.
- Demonstrated knowledge of te ao Māori and a willingness to continue development and understanding of tikanga and te reo Māori
- Proven ability to look across systems, challenge assumptions and work on complex issues to achieve better outcomes for communities.
- Experience of working in a government agency with a sound understanding of the machinery of government, public sector delivery structures and systems.
- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Experience of working inclusively with others.

Ngā heinga | 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.
- The intellectual capability to work with multiple complex ideas in parallel as well as being able to integrate multiple concepts and pathways and deal comfortably with ambiguity.
- Bring an open-minded, innovative and informed approach that can identify problems and generate effective solutions and engage openly with a wide range of key players.
- Strong relationship management skills, with the ability to build relationships with diverse groups, including senior managers and sector leaders.
- Excellent communication skills, especially writing skills, to be able to produce and present the advice required.
- Knowledge of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector and giving effect to Te Tiriti in the design and implementation of solutions.
- An ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Identify and analyse strategic issues and opportunities emerging from external and internal influences and makes recommendations to integrate these topics into the team's work programme.
- A commitment to ongoing personal and professional development.
- Coaching and mentoring colleagues, supporting the practice manager and initiative leads to create and maintain a team culture that values diversity and fosters cross-team collaboration, high creativity and critical thinking.
- Ensures quality and consistency of analysis, advice and practice, delivered at pace.
- Adaptability to changing priorities and the ability to refine thinking outside own experiences.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

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