

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Regulatory Practice Design Specialist

Business Group	Te Pae Aronui Operations and Integration
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 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 Regulatory Practice Design Specialist contributes thought leadership and technical expertise to strategy, work programmes and complex system issues to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies.

You will work within matrix teams who are developing operational policy and designing systems and services to provide specialist expertise and regulatory practice design advice through a deep knowledge of regulatory practices and design to support the Ministry's pathway to becoming a modern regulator.

You will work closely with Principal Advisors, Practice Managers and other functional Specialists to build and enhance the overall capability of the Operational Policy, Design and Improvement function. As a senior practitioner in the function you will play a pivotal role in building and maintaining a culture of success through coaching, mentoring and driving effective practice and behaviours.

This role is in the Operational Design and Development function of Te Pae Aronui | Operations and Integration. It

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reports to the Manager Design and Development Delivery and works in a range of matrix teams formed around work priorities.

Ngā Haepapa | Accountabilities

As a Specialist 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 trends, risks and opportunities to protect and enhance the integrity and reputation of the Ministry.
- Lead and contribute to the development, design and implementation of innovative and fit-for-purpose frameworks, capabilities and systems for current and future challenges.
- Lead and contribute to the development and maintenance of Standard Operating Procedures.
- 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 practice 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 Regulatory Practice Design Specialist you will:

- Provide up to date and high-level strategic advice on best practice in the design of regulatory practice.
- Develop, articulate and give advice in relation to designing regulatory policies, practices, and services that are robust and easily implementable.
- Lead the design of regulatory practice solutions within matrix teams that balances the needs of
- Work closely with Network and Regulatory, Takiwa, Policy and Legal functions to contribute to regulatory stewardship.
- Work with others in Te Mahau to partner with iwi Kaitiaki, ākonga and their whānau to successfully identify and embed a regulatory approach. Te Mahau, ākonga, whānau, schools/kura, early learning services, kōhanga reo and puna reo.
- Work closely with Te Ranga Taunaki, Te Pou Tuarongo, Strategic Advisers Māori and others to provide specialist knowledge and advice that supports Te Pae Aronui to become a modern regulator that is delivering on Te Tiriti responsibilities.

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

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Wheako | Experience

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

- Demonstrated experience in leading and delivering within large work programmes, balancing policy, operational needs with the need of ākonga and whānau.
- Experience in a complex organisation and the ability to identify and build effective working relationships and partnerships to achieve shared outcomes.
- Demonstrated knowledge of te ao Māori and a willingness to continue your development and understand of tikanga and te reo Māori.
- Proven ability to look across systems, and identify solutions that are viable for government, technically possible, and desirable for tamariki, ākonga and whānau.
- Demonstrated knowledge of regulatory practice and design relating to operational policy development, regulatory practice change, and continuous improvement.
- 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 diverse populations.

Ngā Āheinga | Capabilities

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

- The ability 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 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.
- 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.
- Ensuring quality and consistency of analysis, advice and practice, delivered at pace.
- Adaptability to changing priorities and the ability to refine your thinking on things outside your own experience.
- Knowledge and understanding of the regulatory system in New Zealand Education.
- Knowledge and understanding of modern regulation.

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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	May 2024
Approved By	HR Change team