

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Adviser, Change

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| Business Group | Te Pae Aronui Operations and Integration |
| Location | Wellington |
| Salary band | A6 |

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 āianei, 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 Adviser, Change, supports the Principal Adviser and Senior Adviser, Change, and Principal Adviser, Benefits in contributing thought leadership, technical support, and change and benefits expertise to the transformational change management of the government's priority work programme.

Responsible for contributing to change management integration across a portfolio of initiatives and activities, and providing change expertise and guidance to support frontline Te Mahau teams so that early learning services, schools and kura are well-supported through change and implementation. Working with programme and initiative teams, you will support the development of overarching change narratives, plans, tools and fit-for-purpose methods, to ensure the delivery of high-quality, integrated initiatives and intended benefits are achieved.

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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 Adviser, you will:

- Contribute to change programmes of work across Te Tāhuhu o te Mātauranga.
- Contribute to the planning, implementation, and evaluation of change and benefits management interventions and activities on a range of projects and initiatives – e.g., benefits mapping, stakeholder and impact assessments.
- Advise on the value of change to enable the successful delivery of programmes and initiatives, including the representation of sound benefits.
- Work with the team to support quality change and benefits practice, to enable Takiwā and the sector to apply this practice to their mahi.
- Support teams to understand and apply Tātai Pou competencies to all elements of change planning and delivery
- Identify critical gaps, risks and opportunities, and provide advice and support in addressing these.
- Work with senior team members to represent Te Pae Aronui's operations within the Ministry and with key stakeholders and participate in cross-ministry initiatives and policy development.
- Contribute to Communities of Practice and Interest across the Ministry to drive change and benefits capability uplift.
- Contribute to the development of organisational-wide approaches to change e.g., sector change impact
- Undertake building trust and enhance working relationships by meeting commitments, proactively resolving problems and issues.
- Work on behalf of and for the team.
- Use a range of evidence data to support robust monitoring and evaluation of change and benefit progress, to assure quality and likelihood of realisation.

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

Wheako | Experience

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

- Experience in a complex organisation, ideally in a change role.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience working in change in a Te ao Māori context is preferable.
- Knowledge and understanding of change and benefits management in a programme/project setting, incremental and BAU change.
- Proven experience supporting a collaborative and continuous improvement focused culture.

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.
- Change management certification is desirable.

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.

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| 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



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| Date Reviewed and Approved | May 2024 |
| Approved By | HR Change Team |