

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Adviser, Learning Support

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 Principal Adviser 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 be accountable for programme management and delivery and provides support to the team for strategic priorities related to the support of learners with learning needs. As the Principal Adviser, you are expected to work across Learning Support Delivery and develop network at all levels of the organisation and in the sector to support the successful completion of the role.

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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 Principal Advisor, you will:

Change and implementation

- Monitor progress of key initiatives and ensure issues are proactively resolved
- Provide change and implementation advice to key stakeholders and change initiatives by applying best practice change methodologies and established approaches and regional intel
- Work consistently to established timeframes, managing own input to ensuring other contributors are made to enable work to progress

Project Management

- Use project management methodology to manage effective change and implementation planning
- Use project management methodology to ensure implementation advice is strategic and robust
- Track, anticipate and respond to emerging issues and risks
- Provide assurance regarding quality delivery and effective and accurate reporting against targets.

Analysis and advice

- Review reports to be provided by Learning Support and support to the team teams as required ensuring information and advice provided is valid, accurate and consistent and identify and monitor any issues raised.
- Review and analyse reports and papers going to the Group Manager and provide advice on issues raised.
- Use a broad range of data and information to plan and implement services and projects across the regions.
- Maintain consistent support and visibility across change, analysing for trends, emerging risks and issues, opportunities and solutions.

Relationship management



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- Proactively contribute to the development of an effective working environment within Te Pae Aronui and support regionally and nationally that encourages high performance, engagement, collaborations, across teams, knowledge sharing, ongoing learning, creativity and innovation.
- Establish strong working relationships with key stakeholders to ensure effective engagement.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Relevant project management qualification in a relevant field or equivalent level of practical experience is required
- Proven practice leadership experience
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Using evidence-based decision making and intervention logic
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes.
- Experience of effectively leading projects and change

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.
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues in Learning Support

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

Date Reviewed and Approved	24 July 2023
Approved By	HR Advisory Team