

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Principal Advisor – Practice and Delivery Centre

Business Group	Te Poutāhū   Curriculum Centre
Location	Te Whanganui-ā-Tara   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 the 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 Principals Advisor is responsible for leading the development of Practice framework and plans for the delivery of curriculum and assessment services to improve learning outcomes for all learners.

You will work in the Practice and Delivery Centre and across Te Mahau so that schools are supported to engage with and understand and adjust practice aligned to changes in curriculum and assessment/aromatawai. You will lead the development of an integrated practice plan of for curriculum and assessment changes aimed at lifting student progress and achievement.

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## Ngā Haepapa | Accountabilities

### As a Principal Advisor 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.
- Lead, develop and implement a responsive and integrated practice work plan, to build and maintain high quality practice and fidelity of Curriculum advisors service and support for other frontline roles aligned to the curriculum centres' strategy and priorities.
- Manage and report on delivery against the workplan to support performance against outcomes..
- Develop, implement and maintain the right frameworks, capabilities and systems to support build operational capability.
- Provide coaching and advice to build capability by supporting others to grow, you will embrace change and seek out diverse perspectives.
- Create and support internal networks that support kaimahi to have a voice.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.
- Collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

### As the Principal Advisor, Practice and Delivery Centre you will:

- Be an effective team member and support the manager to build a working environment that encourages high performance, engagement, collaboration across Ministry teams, knowledge sharing, ongoing learning, creativity and innovation.
- Lead collaborative working relationships within Te Poutāhū; across the Ministry and key stakeholders to design and develop practice resources and services that will ensure quality outcomes are achieved.
- Develop and source frameworks and approaches in best practice pedagogy to support improved design and implementation practice to ensure the sector is supported with the appropriate tools, resources and guidance to improve equitable and excellent outcomes for all learners.
- Be a credible, trusted advisor and champion of change to implement initiatives that will improve teaching and learning.
- Apply innovation, design frameworks and methods for the development of practice and service delivery, providing guidance on appropriate use to achieve the required outcomes.
- Undertake detailed planning to inform the design and development curriculum service performance measures, practice and service design. Provide well thought through advice and guidance on all possible issues, risks and opportunities.
- Work with Managers to lead practice and service delivery that effectively supports the sector.
- Build assurance frameworks regarding quality delivery and effective feedback loops and accurate reporting against key deliverables.

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- Build trust and work collaboratively when engaging with internal and external experts, stakeholders and project managers to support decision making and sustain improvement and change.
- Maintain effective networks and feedback loops with frontline teams to inform implementation and future design activities.

## Wheako | Experience

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

- Advisory leadership experience within a complex environment.
- Experience in developing and delivering practice guidance and support.
- Experience in leading and managing the development, implementation and ongoing monitoring of frameworks and processes.
- Experience in leading training and coaching that delivers intended outcomes..
- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of educational change and practices that will enhance the behavior change required.

## Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to shift mindsets and foster collaborative action.
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform functional decision making.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
  - Colleagues.
  - Stakeholders.
  - Māori and iwi.
  - Ministers.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A track record of ongoing personal and professional development.
- Knowledge of the education sector.
- Understanding of The New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki.

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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.

While this role is set at Developing, you will be provided with development support within Te Poutāhū to enable you to reach the next level of Confident.

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	Advisory Team