

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Principal Advisor Organisational Development, Workforce & Capability

Business Group	Te Pou Rangatōpū Corporate
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 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

This role provides expert leadership in organisational development and workforce planning. It focuses on designing and implementing strategies, policies, and processes that improve workforce capability, culture, and performance.

The role involves using data to guide decisions and drive improvements and provides advice on role design, ways of working, and workforce planning. Alongside this, the role may lead other Organisational Development programmes such as leadership development, talent and succession, culture, and employee engagement.

Strong relationships with leaders and stakeholders are essential, as is working closely with the People, Sustainability

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and Place team to ensure workforce strategies are practical, people-focused, and aligned with organisational needs. The role also includes coaching and mentoring to build capability across the organisation.

Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share subject matter expertise and specialist knowledge across the organisation and with stakeholders, working with others to inform organisation-wide strategies.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Provide thought leadership and be proactive in identifying potential risks and solutions in order 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 strategic and operational issues.
- Build capability in others through coaching, mentoring, providing quality assurance, and proactively sharing knowledge and expertise.

As the Lead Advisor, Workforce Capability, you will:

- Lead strategic workforce and organisational development initiatives that align with priorities, foster a positive culture, and build capability to deliver measurable results.
- Work closely with teams and stakeholders to identify current and future workforce and Organisational Development) needs, and develop tailored, effective strategies.
- Build strong relationships with partner agencies and Organisational Development representatives across the Public Service to explore opportunities for collaboration and co-creation.
- Support Public Service Commission-led programmes, ensuring clear communication and coordination with both the Commission and senior Ministry leaders.
- Conduct best practice research to inform workforce capability projects and support broader organisational initiatives.
- Lead the creation and ongoing improvement of a workforce strategy that outlines the people, skills, and culture needed to deliver organisational priorities.
- Collect and analyse workforce data to identify trends and recommend initiatives that improve culture, engagement, leadership, talent, and performance. Use insights to support organisational design and planning.
- Understand current workforce structures and capabilities. Collaborate with business groups to identify future needs and challenges.
- Provide expert advice to senior leaders on workforce matters, using HR metrics and business context to guide transformation and decision-making.
- Lead regular reporting on workforce topics (e.g., vacancies, demographics, talent gaps, performance, exit data). Work with the People and Analytics team to provide additional insights as needed.
- Support the design and implementation of systems that capture workforce data (e.g., surveys, performance

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planning, exit interviews).

- Build strong relationships with internal and external stakeholders, including the Public Service Commission (PSC), to ensure alignment and collaboration on workforce initiatives.
- Stay informed of PSC expectations, contribute to cross-agency projects, and support PSC-related planning and reporting.
- Provide workforce-related input into budget bids, forecasts, business cases, policies, and Ministerial communications.
- Ensure workforce decisions are consistent with Ministry policies and delegations.

Wheako | Experience

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

- Principal Advisor-level experience in Organisational Development, with a focus on Workforce Planning and Capability.
- Experience working in a complex public sector organisation or a similar setting.
- Ability to build positive working relationships and partner with senior stakeholders to achieve shared goals.
- Depth and breadth of experience as a Subject Matter Expert (SME) in your field.
- Experience in delivering projects with multiple stakeholders and managing different perspectives to reach a successful outcome.

Ngā Āheinga | Capabilities

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

- A proven track record of bringing people together, effectively leading, coaching, and mentoring teams to achieve shared goals and outcomes.
- A strong ability to leverage data and insights to identify emerging trends, risks, and opportunities.
- Excellent communication skills, with the ability to engage effectively and build relationships at all levels of the organisation.
- A genuine commitment to continuous personal and professional development, demonstrating a proactive approach to learning and improvement.
- A collaborative mindset, actively seeking diverse perspectives and using them to inform decision-making and enhance your work.
- Confidence in constructively challenging existing practices and systems to drive innovation and positive change.

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, confident, 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	August 2025
Approved By	HR Advisory