

# Job Description

## Job details

<b>Job description #</b>	2804
<b>Title</b>	Lead Advisor (National Office)
<b>Business Group</b>	Sector Enablement and Support
<b>Team</b>	Network and School Delivery
<b>Salary band</b>	A8
<b>Location</b>	Wellington
<b>Reports to</b>	Associate Deputy Secretary, Network and School Delivery
<b>Direct reports</b>	Nil

## Organisation Context

<b>Our Purpose</b>	<p>We work together to shape an education system that delivers excellent and equitable outcomes.</p> <p><b>Ko tā mātou he waihanga i tētahi pūnaha mātauranga e tuku ai he otinga tōkeke, he otinga hiranga</b></p>
<b>Our Behaviours</b>	<ul style="list-style-type: none"> <li>We get the job done <b>ka oti i a mātou ngā mahi</b></li> <li>We are respectful, we listen, we learn <b>He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou</b></li> <li>We back ourselves and others to win <b>Ka manawanui ki a mātou me ētahi ake kia wikitoria</b></li> <li>We work together for maximum impact <b>Ka mahi ngātahi mo te tuinga nui tonu</b></li> <li>Great results are our bottom line <b>Ko ngā huanga tino pai a mātou whāinga mutunga</b></li> </ul>
<b>Our core organisational success factors</b> (across all roles and levels)	<ul style="list-style-type: none"> <li>Cultivating a customer focused culture</li> <li>Building a high performance culture</li> <li>Building strategic business alliances</li> <li>Creating alignment and accountability</li> </ul>

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<b>Job Purpose</b>	<p>The Lead Adviser leads substantial and/or complex pieces of work to achieve the successful implementation of new initiatives and change into front line services.</p> <p>They work closely with Ministry teams and other Government agencies to support the translation of high level policy and strategic intent into the design of services and implementation approaches.</p>
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## Accountabilities

Accountabilities	Key activities
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Plan, lead and contribute to the identification, design, development and implementation of new services, practice, initiatives and changes, including supporting tools and resources.</li> <li>Develop and lead assigned portfolios areas</li> <li>Identify activities that need a coordinated approach and work to ensure integrated planning, delivery and reporting at a national and regional level</li> <li>Track, anticipate and respond to emerging risks and issues • Lead improvement initiatives</li> </ul>
<b>Analysis and Review</b>	<ul style="list-style-type: none"> <li>Use a broad range of data and information to plan, design and deliver projects and workstreams</li> <li>Proactively identify opportunities for strategic and operational improvements, at practice, service and system levels</li> <li>Maintain high-level oversight across projects and workstreams, analysing for trends, emerging risks and issues, opportunities and solutions</li> <li>Provide high quality and timely advice in a variety of formats to a range of audiences; this includes preparing and drafting ministerial correspondence, cabinet papers, OIA requests, briefing and speech notes, and parliamentary questions and provide quality assurance for drafting undertaken elsewhere in the Ministry</li> </ul>
<b>Change Management</b>	<ul style="list-style-type: none"> <li>Contribute to area and national policy and project design</li> <li>Lead implementation of assigned new initiatives, ensuring local solutions maintain the policy intent, are consistent with business processes and lead to effective practice</li> <li>Support the smooth implementation of new policy and practice changes by modelling new ways of working and providing guidance and leadership to colleagues</li> </ul>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>Establish and maintain strong working relationships with colleagues and key stakeholders to ensure effective engagement and collaboration.</li> <li>Maintain strong working relationships with national and regional staff to ensure a consistent and coordinated approach.</li> </ul>

## Job specific competencies

Behavioural expectations of all people linked closely to our mission and behaviours and Code of Conduct. To be successful in your role, you'll need to display the behaviours and attitudes that are described in our competency framework.

Capability	Level	Expectation
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<p><b>Leading strategically</b> Developing and enacting a strategy or an annual business plan for a team.</p>	5	<ul style="list-style-type: none"> <li>• <b>Thinks strategically</b> (i.e. sees issues through a range of lenses and stakeholder perspectives; and recognises broader implications and connections between issues).</li> <li>• <b>Progresses current thinking</b> (i.e. provides suggestions and alternative perspectives on organisational issues).</li> <li>• <b>Develops and implements strategy</b> (i.e. understands their team's role in their organisation's strategy; and aligns their team's business and/or work plans and activities with strategic objectives).</li> <li>• <b>Engages their team in the vision</b> (i.e. clearly articulates their</li> </ul>
<p><b>Leading with influence</b> Influencing individuals or a team.</p>	5	<ul style="list-style-type: none"> <li>• <b>Leads with purpose</b> (i.e. chart a clear direction for a team).</li> <li>• <b>Persuades and inspires others</b> (i.e. engages others in initiatives).</li> <li>• <b>Communicates clearly</b> (i.e. tailors messages so that they resonate with a range of different audiences).</li> <li>• <b>Communicates with impact</b> (i.e. conveys energy, urgency, confidence, and a sense of ease).</li> </ul>
<p><b>Enhancing organisational performance</b> Driving business improvements across a team.</p>	4	<ul style="list-style-type: none"> <li>• <b>Strengthens team performance</b> (i.e. leads process improvements which achieve gains in effectiveness and efficiency).</li> <li>• <b>Fosters a continuous improvement culture across the team</b> (i.e. so that team members are encouraged and empowered to identify and seize opportunities to enhance business performance).</li> <li>• <b>Leads innovation across the team</b> (i.e. encourages and implements innovative solutions across the team).</li> </ul>
<p><b>Enhancing system performance</b> influencing individuals or a team.</p>	5	<ul style="list-style-type: none"> <li>• <b>Manages internal relationships</b> (i.e. contributes to their leadership team [of peers], works collaboratively with others across the organisation, and encourages others in the team to adopt an organisation-wide view).</li> <li>• <b>Manages external relationships</b> (i.e. leverages strong relationships with a range of external stakeholders to deliver customer outcomes).</li> </ul>
<p><b>Leading at the political interface</b> Working with political representatives in an informational role (i.e. providing information and analysis) and/or as a</p>	3	<ul style="list-style-type: none"> <li>• <b>Works with political representatives</b> (i.e. understands their role and shapes effective relationships with political representatives).</li> <li>• <b>Informs political representatives</b> (i.e. provides relevant information and analysis to political</li> </ul>
<p>conduit (i.e. communicating the expectations of political representatives to the organisation).</p>		<p>representatives on issues relevant to their area[s] of expertise).</p> <ul style="list-style-type: none"> <li>• <b>Navigates political issues</b> (i.e. navigates ambiguous political situations, by taking into account political sensitivities).</li> </ul>

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<p><b>Developing talent</b> Delivering results as an individual contributor.</p>	1	<ul style="list-style-type: none"> <li>• <b>Develops others</b> (i.e. share own experiences and learnings; and demonstrate and teach specific technical skills).</li> </ul>
<p><b>Managing work priorities</b> Delivering results as an individual contributor.</p>	1	<ul style="list-style-type: none"> <li>• <b>Manages and delivers on work priorities</b> (i.e. plans and organises self to deliver work commitments to required timeframes and quality standards).</li> </ul>
<p><b>Engaging others</b> Connect with people; to build trust and become a leader that people want to work and for.</p>	-	<ul style="list-style-type: none"> <li>• <b>Connects with others</b> (i.e. makes a personal connection with people, puts them at ease and shows an interest in them and their wellbeing).</li> <li>• <b>Listens</b> (i.e. allows others space to speak, and shows a keen interest and understanding of others' points of view).</li> <li>• <b>Reads people and situations</b> (i.e. picks up on 'what is not being said' in situations).</li> <li>• <b>Communicates tactfully</b> (i.e. conveys potentially sensitive messages in a diplomatic way).</li> </ul>
<p><b>Achieving ambitious goals</b> Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.</p>	-	<ul style="list-style-type: none"> <li>• <b>Committed and tenacious</b> (i.e. takes ownership; is persistent in the face of obstacles; and shows a strong focus on achieving outcomes, rather than a narrower focus on following processes).</li> <li>• <b>Ambitious</b> (i.e. sets and achieves specific and challenging goals; focuses on opportunities rather than constraints; and takes an expansive view of the outcomes they can achieve for their organisation and New Zealand).</li> </ul>
<p><b>Curious</b> Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</p>	-	<ul style="list-style-type: none"> <li>• <b>Thinks analytically and critically</b> (i.e. gets to the heart of issues and uncovers underlying causes; and clearly describes their analytical process and the rationale for their decisions).</li> <li>• <b>Displays curiosity</b> (i.e. identifies a range of alternative options and encourages others to critique their ideas).</li> <li>• <b>Mitigates analytical and decision-making biases</b> (i.e. insightful about the strengths and weaknesses of their analysis and decision-making approach, so that they mitigate potential decision-making biases).</li> </ul>
<p><b>Honest and courageous</b> Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of</p>	-	<ul style="list-style-type: none"> <li>• <b>Shows courage</b> (i.e. makes the hard and unpopular decisions and takes the lead on controversial issues).</li> <li>• <b>Shows decisiveness</b> (i.e. acts decisively when required, even when information is conflicting or incomplete).</li> </ul>

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customers and New Zealand.		<ul style="list-style-type: none"> <li>• <b>Leads with integrity</b> (i.e. acts according to a clear set of ethical principles aligned with Public Service values; and challenges behaviour that does not meet ethical standards).</li> </ul>
<p><b>Resilient</b> Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.</p>	-	<ul style="list-style-type: none"> <li>• <b>Displays resilience</b> (i.e. bounces back after setbacks; maintains focus and optimism in challenging situations; and adopts habits which maintain personal balance and wellbeing).</li> <li>• <b>Demonstrates composure</b> (i.e. displays a calm and composed approach and a sense of perspective in challenging situations).</li> </ul>
<p><b>Self-aware and agile</b> Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.</p>	-	<ul style="list-style-type: none"> <li>• <b>Encourages feedback on own performance</b> (i.e. actively encourages feedback on their leadership approach and/or work style from a range of sources).</li> <li>• <b>Self-assesses</b> (i.e. reflects self-critically to develop a strong awareness of their preferences, strengths and development needs).</li> <li>• <b>Adapts approach</b> (i.e. adroitly adapts their approach to optimise their effectiveness with new and different situations and people).</li> <li>• <b>Shows commitment to development</b> (i.e. sets challenging self-development objectives; takes action; and achieves gains on the areas targeted for development).</li> </ul>
<p><b>Tātai Pou</b> Demonstration of competencies at least at</p>	At least developing	<ul style="list-style-type: none"> <li>• Pou Hono – Valuing Māori – Makes a clear and compelling argument as to why equitable outcomes for Māori learners are critically important</li> <li>• Pou Mana – Knowledge of Māori content – Applies the Treaty of Waitangi policy, uses Te Reo Māori and engages with Tikanga Māori</li> <li>• Pou Kipa – Develops, implements and strategically resources to achieve equitable outcomes for Māori</li> </ul>

## Key working relationships

Area of responsibility	Key challenges
Managers in business group	Advise, inform and influence
National Office and Regional SE&S team members	Advise, inform and influence
Other Groups and Functions within the Ministry	Advise, inform and influence

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External	Type of relationship
Ministers and their offices	Provide advice and information
Other agencies and external providers	Collaborate and liaise where applicable

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## Technical and specialist capabilities

Qualifications	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Relevant tertiary qualification or equivalent level of practical experience required</li> </ul>
<b>Desired</b>	<ul style="list-style-type: none"> <li>Experience of working in a Government agency and a sound understanding of the machinery of government, public sector delivery structures and systems.</li> </ul>
<b>Expertise, Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Ability to contribute to the design and implementation of Ministry strategic and operational procedures</li> <li>Sound project management skills and experience including procurement and contracting</li> <li>Experience of working in flexible ways to manage moving priorities</li> <li>Able to focus and deliver results in a busy demanding environment</li> <li>Clear communicator who is confident to test ideas and concepts with others</li> <li>Strong written communication skills</li> <li>A team player who works to both support and challenge colleagues</li> <li>Understanding of best practice service delivery in the public sector</li> <li>Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues</li> <li>Deliver results by taking ownership, and being proactive and pragmatic</li> <li>Resilience to deal with pressure in a mature way</li> <li>Uses positive attitude to ensure work progresses appropriately with all involved</li> <li>Initiative – proactively looks for new and innovative ways of approaching situations and solving problems. Is accountable for achieving required outcomes.</li> <li>Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities.</li> <li>Has ability to work alongside peers or those senior to ensure the delivery of written material and response to requests</li> </ul>

## Position details

<b>Financial Delegation</b>	Nil
<b>People Delegation</b>	Nil
<b>Health, Safety and Wellbeing</b>	<p>I am responsible for:</p> <ul style="list-style-type: none"> <li>My own health and safety and that of my colleagues. My own health and safety and that of my colleagues.</li> <li>Reporting of all incidents and near misses.</li> </ul>

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**This position has the following specific requirements**

- Police vetting
- Conflict of Interest

## Working conditions

<b>Physical environment</b>	Open plan environment
<b>Travel requirements</b>	Limited local and national

### Office use

<b>Approved by</b>	Millie Gracie
<b>Date reviewed &amp; approved</b>	14/01/2021