

Job Description

Job details

Job description #	405542
Title	Lead Advisor ECE
Business Group	Sector Enablement and Support
Salary band	A8
Location	Waikato
Reports to	Manager Education
Direct reports	Nil

Organisation Context

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

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Job Purpose	The Lead Adviser Early Childhood Education coordinates the implementation of early childhood initiatives across the region. They will support the translation of policy into day to day implementation work including project planning, risk management, monitoring and evaluation.
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Accountabilities

Accountabilities	Key activities
Programme Leadership	<ul style="list-style-type: none"> • Maintain an overview of the direction and implementation of the project plans/work plans across the early childhood education portfolio of work, working to ensure goals are achieved. • Assess and report to the manager on the quantity and quality of resources applied to projects, that projects are sized correctly and the required timeframes are achievable. • Track, anticipate and respond to emerging issues that pose potential risk, alerting the manager, advising on priorities and focusing effort where it has the most impact. • Allocate work to achieve optimal productivity and build capability. • Use information and analysis emerging from monitoring to identify issues impacting on plans and work with the manager and individual team members to identify where action needs to be taken. • Take a proactive approach to ensure alignment with Ka Hikitia and a focus on achievement of outcome for Māori learners. Ensure that plans align with the targets for Pacific learners. • Prepare business cases, projects plans, budgets, contracts, submissions and advice as required to assist in decision making and gain approval.
Monitoring and Evaluation and Reporting	<ul style="list-style-type: none"> • As part of project design or work planning, develop explicit indicators which enable tracking of progress, review of activities and evaluation of impact. • Develop a systematic, and integrated approach within the team to the use of data and analysis on trends, performance and outcomes. • Support robust evaluation of project progress, assuring that quality, consistency and performance, justify decision on investment, and ensure effective management of public expenditure. • Lead change management initiatives and business initiatives to ensure that Sector Enablement and Support supports our sector leaders. • Ensure new initiatives, solutions and practices are logically and effectively assessed and developed.

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Business Process and System implementation	<ul style="list-style-type: none"> • Ensure consistent and systematic use of business processes support effective and consistent delivery. • Maintain standard processes for project planning and implementing clear pathways for information sharing and decision making within the team. • Monitor demand on core processes to inform resourcing decisions and to identify pressure points and wider system issues. • Provide feedback to the Manager on how systems can be streamlined or increase speed and ease delivery. • Ensure that any customisation of delivery or tailored solutions to meet regional needs maintains the policy intent and is consistent with business processes and accepted practice. • Ensure the smooth implementation of new policies or business processes and manage changes to workflow or practice by providing guidance to team members.
Relationships and collaboration	<ul style="list-style-type: none"> • Enhance working relationships across the region to ensure good information connections and strengthen collaborative team involvement. • Identify implementation tasks that require a coordinated approach and work within the Ministry, and between the Ministry and other agencies or organisations to ensure integrated planning and solutions. • Maintain professional and responsive external relationships, ensuring that relative accountabilities between external institutions and the Ministry are clear, that commitments are met, and problems and issues are resolved specifically.

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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
Leading strategically Developing and enacting a strategy or an annual business plan for a team.	3	<ul style="list-style-type: none"> • Thinks strategically (i.e. sees issues through a range of lenses and stakeholder perspectives; and recognises broader implications and connections between issues). • Progresses current thinking (i.e. provides suggestions and alternative perspectives on organisational issues). • Develops and implements strategy (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). • Engages their team in the vision (i.e. clearly articulates their
Leading with influence Influencing individuals or a team.	3	<ul style="list-style-type: none"> • Leads with purpose (i.e. chart a clear direction for a team). • Persuades and inspires others (i.e. engages others in initiatives). • Communicates clearly (i.e. tailors messages so that they resonate with a range of different audiences). • Communicates with impact (i.e. conveys energy, urgency, confidence, and a sense of ease).
Enhancing organisational performance Driving business improvements across a team.	3	<ul style="list-style-type: none"> • Strengthens team performance (i.e. leads process improvements which achieve gains in effectiveness and efficiency). • Fosters a continuous improvement culture across the team (i.e. so that team members are encouraged and empowered to identify and seize opportunities to enhance business performance). • Leads innovation across the team (i.e. encourages and implements innovative solutions across the team).
Enhancing system performance influencing individuals or a team.	3	<ul style="list-style-type: none"> • Manages internal relationships (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). • Manages external relationships (i.e. leverages strong relationships with a range of external stakeholders to deliver customer outcomes).

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Leading at the political interface Working with political representatives in an informational role (i.e. providing information and analysis) and/or as a conduit (i.e. communicating the expectations of political representatives to the organisation).	3	<ul style="list-style-type: none"> • Works with political representatives (i.e. understands their role and shapes effective relationships with political representatives). • Informs political representatives (i.e. provides relevant information and analysis to political representatives on issues relevant to their area[s] of expertise). • Navigates political issues (i.e. navigates ambiguous political situations, by taking into account political sensitivities).
Developing talent Delivering results as an individual contributor.	1	<ul style="list-style-type: none"> • Develops others (i.e. share own experiences and learnings; and demonstrate and teach specific technical skills).
Managing work priorities Delivering results as an individual contributor.	1	<ul style="list-style-type: none"> • Manages and delivers on work priorities (i.e. plans and organises self to deliver work commitments to required timeframes and quality standards).
Engaging others Connect with people; to build trust and become a leader that people want to work and for.	-	<ul style="list-style-type: none"> • Connects with others (i.e. makes a personal connection with people, puts them at ease and shows an interest in them and their wellbeing). • Listens (i.e. allows others space to speak, and shows a keen interest and understanding of others' points of view). • Reads people and situations (i.e. picks up on 'what is not being said' in situations). • Communicates tactfully (i.e. conveys potentially sensitive messages in a diplomatic way).
Achieving ambitious goals Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.	-	<ul style="list-style-type: none"> • Committed and tenacious (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). • Ambitious (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).
Curious Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.	-	<ul style="list-style-type: none"> • Thinks analytically and critically (i.e. gets to the heart of issues and uncovers underlying causes; and clearly describes their analytical process and the rationale for their decisions). • Displays curiosity (i.e. identifies a range of alternative options and encourages others to critique their ideas). • Mitigates analytical and decision-making biases (i.e. insightful about the strengths and weaknesses of their analysis and decision-making approach, so that they mitigate potential decision-making biases).

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Honest and courageous Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.	-	<ul style="list-style-type: none"> • Shows courage (i.e. makes the hard and unpopular decisions and takes the lead on controversial issues). • Shows decisiveness (i.e. acts decisively when required, even when information is conflicting or incomplete). • Leads with integrity (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).
Resilient Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.	-	<ul style="list-style-type: none"> • Displays resilience (i.e. bounces back after setbacks; maintains focus and optimism in challenging situations; and adopts habits which maintain personal balance and wellbeing). • Demonstrates composure (i.e. displays a calm and composed approach and a sense of perspective in challenging situations).
Self-aware and agile Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.	-	<ul style="list-style-type: none"> • Encourages feedback on own performance (i.e. actively encourages feedback on their leadership approach and/or work style from a range of sources). • Self-assesses (i.e. reflects self-critically to develop a strong awareness of their preferences, strengths and development needs). • Adapts approach (i.e. adroitly adapts their approach to optimise their effectiveness with new and different situations and people). • Shows commitment to development (i.e. sets challenging self-development objectives; takes action; and achieves gains on the areas targeted for development).
Tātai Pou Demonstration of competencies at least at consolidating		<ul style="list-style-type: none"> • Pou Hono – Valuing Māori – Makes a clear and compelling argument as to why equitable outcomes for Māori learners are critically important • Pou Mana – Knowledge of Māori content – Applies the Treaty of Waitangi policy, uses Te Reo Māori and engages with Tikanga Māori • Pou Kipa – Develops, implements and strategically resources to achieve equitable outcomes for Māori

Key working relationships

Internal	Key challenges
Early Learning team	Coordinate the implementation of early learning initiatives
Education Advisers Schooling, Learning Support, Strategic Māori Advisers and other teams in SE&S	Advise, inform
Other Groups and Functions within the Ministry	Advise, inform

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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
Early Childhood Services, Kura and schools	Provide advice, information, collaborate and liaise

Technical and specialist capabilities

Qualifications, expertise, knowledge, skills and attributes	
Desired	<ul style="list-style-type: none"> A relevant early learning tertiary qualification preferred
Role specific	<ul style="list-style-type: none"> Understanding of the impact of legislation and regulations on the Ministry's operations including compliance matters, and the ability to provide quality advice, and guidance on the implications of legislation and regulations. Understanding of the process of Government policy. Understanding of the Treaty of Waitangi, and its implications for the work of the Ministry of Education especially in matters relating to Māori development and the partnership values that flow from the Treaty.
Expertise, Knowledge and skills	<ul style="list-style-type: none"> Experience in providing professional leadership to a team, building capability internally and externally, and coordinating the activities of others. Solution focused and problem solver – strategic and creative thinking, focus on Māori potential and supporting real and sustainable change. Experience in engagement with Pacific groups and communities. Ability to understand policy intent and identify the implications for implementation. Demonstrated ability to manage relationships to achieve desired outcomes. Demonstrated ability to understand linkages with initiatives within and outside their area of work. Experience in using project management techniques and methodologies. In-depth understanding of project planning and implementation including project design and planning, clear target setting and monitoring, prioritisation, communication and relationship management strategies. Ability to analyse costs, benefits, and risks as a basis for determining allocations of resources. Demonstrated ability to produce consistently high quality work and to plan workloads to meet deadlines.

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Personal attributes	<ul style="list-style-type: none"> Strong written and communication skills including the ability to write succinctly and concisely and with an understanding of tone and register, across a range of formats. Excellent verbal communication and ability to speak persuasively, summarising the key issues, specify the benefits and drawbacks of the issues and support a point of view with valid, logical argument. Resilient and optimistic – responds well to change, able to work effectively in different contexts.
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Position details

Financial Delegation	nil
People Delegation	nil
Health, Safety and Wellbeing	<p>I am responsible for:</p> <ul style="list-style-type: none"> My own health and safety and that of my colleagues. Reporting of all incidents and near misses.
This position has the following specific requirements	Police Vetting Category – Children's Worker non-core Conflict of Interest Declaration

Working conditions

Physical environment	Open plan office environment
Travel requirements	10% - 15% Domestic travel

Office use	
Approved by	Ross Macklow, Senior Advisor People Capability
Date reviewed & approved	