

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Evaluator

Business Group	Te Pae Aronui Operations and Integration
Location	Wellington
Salary band	A8

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 āianeī, 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 Evaluation and Research (E&R) team undertake evaluation of key policies, programmes, and initiatives in the education system and provide an expert evaluation advisory service to other parts of the Ministry wishing to undertake or procure evaluations or build evaluative thinking into policy and service design. The team also plays an important role in collaborating with the education research and evaluation community to expand collective understanding of education system performance and best practice.

The Senior Evaluator is required to guide, undertake, and coordinate complex research and evaluation activities across the Ministry to support an improved understanding of what works and does not work for ākonga in schools

Ngā Kōrero e pā ana ki te Tūranga

Job Description

and kura. The role supports the team in building evaluation capability across Data & Insights and the Ministry, including our regional offices. The Senior Evaluator works with internal clients to conduct and coordinate research and evaluation activities to advance the Ministry's development, planning and evaluation of educational policy and to ensure the Ministry's priorities fulfil government objectives and meet the needs of key stakeholders.

The Senior Evaluator promotes the effective use of evidence by delivering high quality analysis, research and evaluation activities and advice so that the Ministry, early learning providers, schools, education professionals, parents, learners and communities can put their efforts in the right place in the right way at the right time to enable learners to succeed.

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 or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Senior Evaluator, you will:

Lead Evaluation, Research, Analysis and Reporting

- Plan, lead, and undertake research and evaluation activities that enhance our understanding across the Education Sector, including procuring and coordinating research and evaluation activities.
- Scope and design evaluations of the Ministry's policies, programmes, and practices.
- Provide advice and guidance on research and evaluation frameworks, methodologies, ethics, and quality assurance.
- Build and maintain relationships with the relevant regional offices and external research providers.
- Provide evaluation services and support to other parts of the Ministry who wish to undertake or commission evaluations.
- Support evaluation capability building in the Ministry, including regional offices.
- Support and mentor less experienced team members in their evaluation capability.
- Contribute to the implementation of the Ministry-wide evaluation strategy (currently under development).
- Provide advice in identifying relevant issues and information in response to strategic policy and operational needs.

Ministerial Servicing

- Where required, provide input into Ministerial correspondence (ministerial office requests, draft replies, parliamentary questions, Official Information Act requests), ensuring that the required information is clear, concise, accurate and timely.
- Advise staff in the appropriate processes to follow and the nature and style of communication required in Ministerial correspondence.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

- Maintain awareness of the political sensitivity of financial and other information handled and produced by the team and apply this effectively.

Servicing Delivery

- Build relationships with key stakeholders and ensure that the work of the team is aligned with Ministry objectives.
- Actively seek feedback on the performance of the team and promote a culture of continuous improvement.
- Work to develop and improve quality control in the team ensuring that work withstands internal and external scrutiny.
- Ensure documentation procedures are maintained, inclusive of commitments against the Privacy Threshold Assessment and Ethics Guidelines.
- Ensure that legislative requirements (Official Information Act, Public Finance Act, Privacy Act) are met.
- 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:

- Senior level experience in evaluation and research methodologies, such as survey design and analysis, qualitative data collection and analysis, and cross-cultural methodologies. Experience in Kaupapa Māori and Pacific research and evaluation methodologies will be an advantage.
- Senior level experience in engagement practices, including working with hard-to-reach communities, young people, and Māori and Pacific communities.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Relevant specialist tertiary qualification in a relevant field or equivalent level of practical experience is required.
- Experience in working with complex issues and concepts, ideally in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Takes a continuous improvement approach, willing to adopt new ideas, and constructively challenge existing data, information, systems, and processes.
- Experience in giving practical effect to Te Tiriti o Waitangi through evaluation research.

Ngā Āheinga | Capabilities

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

- Excellent written and oral communication skills including negotiation and facilitation skills and experience communicating technical information to a non-technical audience.
- Excellent communication skills applied across a range of cultural contexts.
- Knowledge and understanding of relevant professional research and evaluation codes and standards and the ethical issues involved in releasing sensitive information into the public arena.
- Knowledge/awareness of evaluation and research methodologies that are appropriate in Kaupapa Māori

Ngā Kōrero e pā ana ki te Tūranga

Job Description

contexts.

- Knowledge/awareness of evaluation and research methodologies that are appropriate in Pacific contexts.
- Demonstrated highly developed problem solving, analytical skills and experience, ability to see innovative solutions to technical problems.
- Project management experience or knowledge.
- Can effectively use diplomacy and tact to diffuse tense situations.
- Integrity, initiative, and commitment to quality and excellent service.

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.

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	03 August 2023
Approved By	HR Advisory Team