

# MoE Policy Graduate Programme

## Frequently Asked Questions

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### **Am I eligible to apply for the graduate programme?**

If you can answer 'yes' to each of the following statements, we look forward to receiving your application:

- » I am a New Zealand or Australian Citizen, or
- » I hold New Zealand Permanent Residency or a Resident Visa, or a valid Work Visa (for Level 7 qualifications and above).
- » I have completed my studies within the last 2 years, or will have completed my studies by January 2026, and will hold a degree-equivalent level qualification.
- » I am available to start the Policy Graduate programme full time in January 2026, and be based in Wellington.

### **What policy area might I be working in if I start on the graduate programme?**

The graduate programme is based in Wellington at our National Office. It includes 2 rotations, for 9 months each, in Ministry of Education policy teams. Ministry policy teams cover areas of education including Pacific Education, Early Childhood, Māori Education, Tertiary, Learning Support, Infrastructure and International to name just a few.

### **What can I expect to be doing as part of the graduate programme?**

Broadly, you can expect to work on analysis and advice that contributes to the future of the education system.

This may be in the form of undertaking analysis, working on reports, research, responding to letters to the Minister, conversing with the public on their education expectations and so on.

### **Are these permanent positions?**

Yes, these are permanent roles. For the first 18 months you and other graduates will be supported by a specific programme of training and development, after this you will take up an ongoing position in a policy team.

### **Where is this role located?**

This is a Wellington based role. If you do not already live in the Wellington region you will be required to relocate. You are expected to live within the Wellington region and come into the office on The Terrace at least 3 days a week.

## How do I apply?

Beyond Recruitment is managing the recruitment process. CV and completed application form must be submitted online at [beyondrecruitment.co.nz/clients/ministry-of-education](https://beyondrecruitment.co.nz/clients/ministry-of-education). You will be asked to answer a series of application questions intended to understand more about your motivations and experience, and to submit your CV. There is no need for a cover letter – the application form covers the information that you would usually include in a covering letter.

## What are the opening and closing dates for applications?

Applications **open** on **Monday 21 July 2025**.

Applications **close** on **Sunday 3 August 2025**.

## What experience should I include in my CV?

Include any experience that demonstrates the skills and behaviours that we are looking for (the job description has more detail on this). For example, building relationships; communication; analysis and research, teamwork/collaboration, delivering results/achievements, cultural competence, knowledge of Māori-Crown relations and te ao Māori (e.g. Te Reo/tikanga Māori).

This includes your academic background, work experience, volunteering or community experience, and extra-curricular activities. Be sure to include information on any significant achievements, positions of responsibility or leadership roles that you have held.

Don't exclude experience because you think it might not be directly relevant to policy work - jobs that are very different to policy will also be relevant – for example, through retail work you will have demonstrated relationship skills. We like to see a full picture of your experience and who you are.

## What format/layout is best for my CV?

Present your information in a way that is clear and easy to understand. 2-3 pages is an ideal length. Your CV should cover:

- » Your academic background – what qualification you are studying, what year you completed your qualification (or expect to complete), your major/minor.
- » Work, community and/or volunteering experience – with job titles, dates, and key responsibilities/achievements.
- » Other experience that you think is relevant – e.g. extra-curricular experience.

## When preparing my online application, can I save my answers and return at a later time to complete?

Yes, you will be able to save your answers and return to them at a later stage, before submitting your application. You may find it helpful to prepare your answers outside of the online process, and copy them in – so that you can take your time and proof-read your work.

Try to provide us with enough information in your answers to understand your experience and your motivations, but don't write an essay.

## When assessing my overall application, what are you looking for?

- » Good writing skills - make sure you get someone to proof-read your application to ensure there are no grammatical errors or spelling mistakes.
- » An interest in pursuing a career in government policy.
- » Experience that demonstrates the skills and behaviours we are looking for in our policy graduates, for example relationship management, research, analysis and interpretation of data and submissions, working in an ambiguous environment
- » Good critical thinking and analytical skills

## I have already finished my studies, can I still apply?

Yes, if you have finished your studies within the last 2 years, we welcome your application for the graduate programme.

## What is involved in the recruitment process?

The recruitment involves several stages for preferred candidates:

1. **Online application and assessment** – consideration of your CV, and answers to the online application questions.
2. **Written exercise**
3. **Online interview** – video interview with Beyond Recruitment consultant
4. **Panel interview** with the Ministry of Education – behavioural-style interview with 3 of our policy leaders.
5. **Reference checking**
6. **Offer**

## Do I have to attend the Ministry interview in person?

You will have the option to attend the interview either in person or via Microsoft Teams.

If you prefer to attend in person please note you will be responsible for booking and funding your own travel arrangements to Wellington.

## When can I expect to hear after submitting my application?

You will be contacted by one of our Beyond Recruitment consultants within one week of the closing date to confirm whether you have made it to the next stage of the application process.

## I still have a question, how can I contact you?

Our recruitment process is managed by Beyond Recruitment.

If the FAQ's have not been able to answer your question, please feel free to contact Beyond on [GovtPolicyWlg@beyond.co.nz](mailto:GovtPolicyWlg@beyond.co.nz) with 'Grad Policy' in the subject line.