

Internships 2017/2018



Opportunity	Description	Experience and/or qualifications
<p>Strategy & Planning, Wellington based, one position</p>	<ul style="list-style-type: none"> Assist the Strategy and Planning team to develop, manage and advance a Budget 2018 strategy and suite of initiatives you will gain an understanding of public sector accountabilities and processes, particularly in relation to internal and external reporting and budget requirements you will also have the opportunity to see across the organisation and gain an awareness of the breadth of work Te Puni Kōkiri engages in and, therefore, how they might contribute in the future 	<ul style="list-style-type: none"> Economic, legal, social sciences. Demonstrable writing and analytical ability (arts, law, etc), with technical skills (either in economics or stats) a bonus. The successful intern will have good verbal skills, be outgoing, and be able to successfully engage with a range of people.
<p>Office of the Deputy Chief Executive – Organisational Support, Wellington based, one position</p>	<ul style="list-style-type: none"> Review format and connections with organisational policies and update internet pages Audit organisational procedures, processes and forms on the intranet Support ongoing work in H&S, Privacy and Protective security requirements and develop combined work programme (from Road maps) Co-ordinate and support functional BCP development (for critical functions) 	<ul style="list-style-type: none"> Business, System design, management (however happy with someone who is keen to engage in the above regardless of their course of study) Interested in how organisations work, how policies and procedures can enable (or restrict) Working with others at all levels Interested in system / page design (flare) Eye for detail Initiative and creativity
<p>Communications, Wellington based, one position</p>	<ul style="list-style-type: none"> To assist with the review of the image library and the implementation of any findings To be on the Communications team leading the hui for all TPK contracted photographers to work across the team on a range of campaigns both internal and external including Te Reo strategy, publications, He kai kei aku ringa (Crown-Māori Economic Growth Partnership), and Whānau Ora To co-lead research on indigenous communications to inform our team discussion document on Māori communications 	<ul style="list-style-type: none"> Study towards or interest in Communications, media and or marketing, including Māori communications principles and practices

Organisational Knowledge, Wellington based, one position

- Organisational Knowledge has a large programme of work that contributed to Te Puni Kōkiri priority kaupapa. Whānau Ora measurement work-stream is one of the key projects.
 - The draft Cabinet Paper 'Whānau Ora Progress and Future Direction' provides an update on the Whānau Ora work programme including the intent to carry out a review and summative evaluation of the commissioning approach by the end of 2018.
 - A project for an intern will contribute to the programme of work on Whānau Ora measurements, there will be a variety of tasks: quantitative, qualitative and research.
 - An Intern will work directly with project manager for Whānau Ora summative evaluation and Manager Ok team to contribute to a variety of work streams
- Frameworks of wellbeing
 - Outcome frameworks
 - Data analysis or qualitative research
 - Excel
 - Report writing

Policy Partnerships, Wellington based, four positions

- Assisting in the production of/or influencing the development of policy advice
 - Working collaboratively with key stakeholders – both internal and external
 - Provide general analytical support to the Assistant Deputy Chief Executives', Policy Partnerships/Policy Manager and their teams;
 - Provide general research assistance to the Assistant Deputy Chief Executives', Policy Partnerships/Policy Manager and their teams;
 - Provide support within ministerial servicing, including the supporting the Omni Process
 - Provide administrative support to the Policy Manager and team as directed by the Policy Manager
 - Contributing to policy advice for Senior staff and/or the Minister;
 - Seeing a whole-of-government strategy in action (understanding the Machinery of Government);
 - Discovering how different departments/agencies contribute in terms of outcomes and activities;
- Ability to communicate effectively (strong written and verbal), proven analytical skill, teamed with motivation and a willingness to learn.
 - Possess a general understanding of:
 - Māori perspective
 - Research & analysis
 - Machinery of Government
-

**Regional Partnerships,
Christchurch based, one
position**

- Interns will be given specific project work aligned to Māori development that involves analysis, mapping and graphing, so will work closely with the key regional staff and report directly to the assigned Senior Advisor
 - Issue and barriers that impact on Māori development and then supporting the analysis of information to develop potential solutions.
 - The Intern/s will get to support specific projects as well as getting a well-rounded view of working with whānau, hapū and iwi Māori within a regional office setting.
 - Studying towards a degree that has clear linkages to the work of Te Puni Kōkiri.
 - Willingness to focus on supporting whānau/hapū/Iwi achieve positive outcomes.
-