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| **Position:** | **Kaitohu Advisor Contracts** |
| **Te Puni:** | Mahi Haumi - Investment |
| **Reports to:** | Tumu Whakahaere – Manager, Investment Planning & Performance  |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |

**ORGANISATIONAL STATEMENT**

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

* Create a solid platform of community-based relationship and engagement with whānau, hapu and iwi;
* Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
* Position government to be an enabler and a partner, empowering Māori choices; and
* To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

***Whānau Taurikura - Thriving Whānau****is our vision****.***

Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**TE PUNI STATEMENT**

The Purpose of the Investment Te Puni:

Te Puni Kōkiri investment opportunities have grown and may continue to grow in the future. Due to the growth in the portfolio of innovative, targeted investment initiatives, an Investment Te Puni has been established to ensure that Te Puni Kōkiri is strategic, agile and works to ensure that we are active in making things happen, accountable and can articulate what the results are for those investment decisions.

Te Puni Kōkiri oversees just over $200 million in initiatives fostered to support Māori development outcomes. Some of these funds are administered by Crown Entities, Statutory Entities, other organisations and Te Puni Kōkiri. This Te Puni requires a range of strategic and technical skills and capability to ensure it can deliver outcomes, outputs and results.

#### *Working in a networked and agile model*

We are committed to operating a networked, agile model to manage our investments. This means working across the boundaries of teams and Te Puni.

This will be particularly the case for the Investment Te Puni where the functional specialist teams of Investment Planning and Performance and Operational Policy and Design will be working across to support the subject matter teams. At any time, they may be supporting any one of the three Investment Leads, while still reporting to their ‘home’ manager who is responsible for ‘pay and rations’, functional advice and support and professional development.

To be successful the Investment Te Puni management team will work together to set priorities and allocating resources.

***Specific expectations*** will be agreed through the development of performance and development plans.

Job Description Approved

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**PURPOSE**

The role of the Investment Planning and Performance team is to bring together evidence and analysis to support smart planning and decision making and ensure Te Puni Kōkiri has the evidence to learn and improve effectiveness.

The team will provide services in:

* investment planning and supporting analysis and evidence
* assessments and recommendations of proposals
* the analysis across investment portfolios, assessing relative performance of initiatives and priorities for investment
* the design of performance measurement and evaluative frameworks to measure performance and effectiveness, including of new initiatives
* negotiations for major contracts, notably in the Whānau Ora Commissioning agencies
* provide practical support to Regional teams on investment planning, contract management, monitoring and proposal administration

The role of the contract management staff is to support both national and regionally delivered initiatives and provide expertise advice, quality assurance and tracking of contracts and contract management/performance at a national level. They are responsible for meeting commitments to clients and partners while protecting the integrity of Te Puni Kōkiri investments.

The Advisor will support the delivery of the contract management work programme, contributing to the delivery of both national and regional initiatives and supporting the development of relationships with clients and partners.

The Advisor will act as a conduit between the regional offices and the Investment team ensuring effective relationships and communications are maintained.

The Advisor will work collaboratively and flexibly as the work arises.

**DIMENSIONS**

**Range of Influence**

The Advisor undertakes day to day tasks as part of the Investment Planning & Performance team and will also work with staff across Te Puni Kōkiri involved in contracting, legal and research, monitoring and evaluation.

**Leadership**

The Advisor will work proactively with others to achieve results.

**Financial**

nA

**Health and Safety**

Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

**SPECIFIC ACCOUNTABILITIES & DELIVERABLES**

The Advisor, Contracts will be responsible for:

**Producing and/or influencing the development of** **information management system activities by:**

* Administering information management system activities internally within head office and across the regions
* Support the proposal administration process by undertaking due diligence activities and basic assessment of proposal completeness and fit with fund criteria
* Tracking contract progress and reporting
* Undertake the drafting and compilation of official correspondence to ensure that all releases are timely and meet Te Puni Kōkiri official correspondence standards
* Contributing to support activities including the development and maintenance of reporting and procedure manuals;
* Contributing to reporting as required at national level and ensuring that this is anchored by best practice investment management programmes and systems;
* Participating in skills and knowledge, development opportunities to achieve contract management programme planning, monitoring and issue mitigation
* Administering information management system activities internally within head office, across the regions, ensuring that feedback is relayed across the Regional Partnerships network;
* Gathering information to ensure that national investment themes or a national perspective is presented relating to regional activity and issues
* Undertake the drafting and compilation of official correspondence to ensure that all releases are timely and meet te Puni Kōkiri official correspondence standards

**Working collaboratively with key stakeholders by:**

* Working within and across the organisation, connecting Investment, Regional Partnerships, Policy Partnerships, Strategy and Organisational Performance and Organisational Support Ngā Puni by working

collaboratively to ensure continuity of information flow, sharing of knowledge and information, and to contribute to each Te Puni success in their specialist field of work.

* Working collaboratively with the regionally based staff and other head office staff to ensure success in their specialist field of work;
* Support regional offices with proposal administrative activities where appropriate to do so

**KNOWLEDGE, SKILLS AND EXPERIENCE**

* Experience in working with whānau, hapū, iwi, Māori organisation’s and Māori communities
* Comfort in working in a tikanga / kaupapa Māori environment, a degree of fluency in Te reo Māori is of benefit.
* Proven effective use of project management disciplines to support work
* Understanding of the government and the public service and public sector processes - understanding the rationale and mechanisms of government intervention i.e. reasons for government intervention, the available intervention mechanisms and alternatives to government interventions
* Understanding of the relevance of the Treaty of Waitangi to the work being undertaken
* Excellent communication skills
* Ability to identify, build and actively manage significant relationships, valuing diverse perspectives and experiences
* Capable at identifying risks
* Demonstrated capability in providing high quality advice and recommendations
* Numeracy and competency with spreadsheets and databases

**COMPETENCIES**

Our competency frame work incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the manifestation of competencies required for this role.

***ROLE SPECIFIC COMPETENCIES***

**Planning/Project Management**

**Provide input to Ministry planning documents and link projects to Ministry outcomes**

* You need to provide high-quality contributions to external and internal planning documents such as quarterly and annual reports, team business plans, output plans, budget preparation, and development and delivery of the Statement of Intent.
* You should be able to draw linkages to the Ministry’s outcomes hierarchy and think through project outcomes within this framework.

**Manage small to medium contracts**

You need to:

* be able to plan, manage and report against small to medium contracts and budget components
* be fully aware of and understand the Ministry’s procurement processes and financial policies
* monitor and manage contractors’ performance against deliverables and ensure you meet the Ministry’s requirements.
* to be able to use the Ministry’s contract management system and draft high-quality contracts and service specifications in consultation with the Legal Team and/or other senior staff.

**Identify project priorities, risks and opportunities**

* Within your own work areas, you should be able to identify work priorities within projects, and the associated risks and opportunities.
* You will need to think several steps ahead and anticipate and adjust for problems or risks.

**Lead, plan and report on projects**

You will lead defined small scale projects using the Ministry’s project management methodology. You will lead, plan and report on projects – including multiparty (internal and external) projects. This includes the development of a project plan including resource requirements and performance measures.

You need to:

* accurately scope out the length and difficulty of tasks and projects
* identify resource requirements
* identify appropriate project governance arrangements
* measure performance and progress against goals. This includes keeping appropriate people informed of progress and issues, risks.

***CORE COMPETENCIES***

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following is required for this role:

**Māori Perspective**

* Have some understanding of Māori values and knowledge including its origin
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of tikanga and are confident in situations when observed
* Apply a Māori paradigm to your work
* Work alongside Māori groups and take the time to earn their respect
* Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

**Leadership**

* Are committed to the kaupapa of the organisation and carry out work with professionalism
* Coach and mentor less experienced members of team
* Further the team’s goals
* Support other team members to complete tasks
* Take responsibility for being a team member
* Respond and adapt to any changing environment

**Relationship Management**

* Build relationships with deference to tikanga values
* Promote the benefits of collaboration and build team identity
* Facilitate individuals working together by identifying common goals, encouraging collaboration and joint ownership of ideas and approaches
* Actively seek opportunities to contribute to positive outcomes for stakeholders
* Identify and initiate contacts that will further the organisations interests in the near and/or longer term
* Avoid focusing on immediate needs to the detriment of longer term relationships
* Consult with a wide audience to attain buy-in and consensus
* Handle difficult or tense situations with diplomacy and tact

**Communicating Effectively**

* Effectively use Te Reo Māori in your work and are confident when communicating with Māori audiences
* Write and verbalise complex ideas in a structured, logical and authoritative way, ensuring audience understanding
* Explore and probe arguments and take opportunity to strengthen own points
* Determine what others may need to get out of a communication and what they may have difficulty in understanding
* Appreciate when information may be unpopular or create conflict and adapt style accordingly
* Listen to other viewpoints and look for common ground
* Understand the nonverbal message or viewpoint being conveyed by others
* Keep stakeholders informed of immediate and relevant peripheral information

**Results Orientation**

* Understand business plans and advise on medium to long term improvement
* Plan work and significant projects identifying timeframes and priorities; organise and allocate resource; monitor work streams and report on progress
* Analyse complex situations by: breaking into constituent parts; recognise and assess likely causal factors; interpret the information available; look for connections, and devise effective solutions
* Use contemporary and traditional Māori knowledge to achieve results
* Actively consider risk involved in problems or issues and act to mitigate and/or advise appropriate others
* Define work in terms of results and pursue success with energy and drive
* Monitor conditions to anticipate the need to change

**Business Understanding**

* Model Te Puni Kōkiri values
* Align your work with organisation’s strategies and objectives
* Have a commitment to business policy and procedures and act to uphold them
* Understand roles and functions of business groups and how they interrelate
* Understand the basic principles of the Treaty of Waitangi and apply to your work
* Understand high level operation of government
* Understand and acknowledge relationships with other government agencies
* Maintain awareness of the political environment
* Consider impact of decisions on Te Puni Kōkiri stakeholders

**KEY RELATIONSHIPS**

Internal

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| **Contact** | **Nature and purpose of relationship** |
| Investment Te Puni  | To work collaboratively within the Te Puni. |
| Regional Partnership Te Puni  | To work collaboratively in the exchange of Information  |
| Other Advisors | Network across regions |
| Te Puni Kōkiri Ngā Puni | Maintain and enhance the relationship and collegial approach in any project or work undertaken |

External

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| **Contact** | **Nature and purpose of relationship** |
| Iwi, Hapū and Whānau Māori | Information gathering, facilitate hui |
| Government departments | Develop and maintaining relevant relationships  |
| Private sector organisations | Develop & maintaining relevant relationships  |

**DECISION MAKING AUTHORITY**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

**HUman Resource Authority – Nil**

**Financial Authority - nil**