**Senior Advisor (fixed term)**

**Kaitohu Tōmua ā Rohe**

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|  | **Te Puni:** |  Te Puni Hononga ā Rohe - Regional Partnerships |
| **Reports to:** |  Tumu Whakahaere ā Rohe - Regional Manager |
| **Location:** |  Waikato-Waiariki and Te Tai Hauāuru |

**ORGANISATIONAL STATEMENT**

Te Puni Kōkiri’s core purpose is ensuring that iwi, hapū and whānau Māori succeed as Māori.  Our role is to support Government to strengthen Treaty of Waitangi partnerships and facilitate iwi, hapū and whānau Māori to succeed at home and globally through:

* **Ārahitanga:** Provision of strategic leadership and guidance to Ministers and the state sector on the Crown’s on-going and evolving partnerships and relationships with iwi, hapū and whānau Māori
* **Whakamaherehere:** Provision of advice to Ministers and agencies on achieving better results for whānau Māori
* **Auahatanga:** Development and implementation of innovative trials and investments to test policy and programme models that promote better results for whānau Māori

Our work is focused around four inter-related outcomes

* Whakapapa/Identify – Māori language, culture and values hold a central place in Aotearoa New Zealand
* Oranga/Wellbeing – Opportunities and outcomes that reflect and support the aspirations of whānau
* Whairawa/Prosperity – A thriving Māori economy supported by high performing people, assets and enterprise
* Whānaungatanga/Relationships – Genuine, enduring and productive relationships between Crown and Māori

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 Regional Partnerships Te Puni contributes to supporting Māori collective success by creating and maintaining relationships with iwi, hapū and whānau Māori and government at both a local and national level. A core role of the Regional Partnerships Te Puni is to collaborate with the Policy Partnerships Te Puni, the Investment Te Puni and the Strategy & Organisational Performance Te Puni to share and receive quality information, build ideas and develop new approaches to policy issues that is informed by experience and knowledge gained from our regional partnerships. Effective information flows are critical to enabling Te Puni Kōkiri to formulate robust advice for government, to partner through smart investment and to positively influence behaviour at a community level.

The Regional Partnerships Te Puni is responsible for:

* Developing and maintaining robust relationships with iwi, hapū and whānau Māori at a national and regional level
* Developing and maintaining other partnerships in the regions including with local government agencies
* Using those relationships to gather and disseminate information between government and iwi, hapū and whānau Māori
* Contributing to the development of Te Puni Kōkiri’s investment strategy and ensuring its implementation

Job Description Updated & Certified: Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PURPOSE**

There are 2 fixed term - 2 years) Senior Advisor roles:

* one in the Te Tai Hauāuru Regional Office; and
* one in the Waikato –Waiariki Regional Office.

 The Senior Advisor role:

* Leads work with agencies, organisations and providers to assist them to improve their outcomes for Māori
* Acts as an effective conduit for information both into and out of Māori communities to support Māori initiatives
* Manages and analyses information at a local level on Māori views, aspirations and experiences, to contribute to Te Puni Kōkiri policy thinking
* Assists whānau, hapū, iwi, Māori organisation’s and communities to develop and implement initiatives that will enable them to achieve long-term economic and social development
* Manages local level contractual arrangements and is a leader in the relationships held with stakeholders
* Provides mentoring and coaching to Advisors in their region.
* Informs investment decisions in partnership with the Investment Team and policy colleagues.

**DIMENSIONS**

**Range of Influence**

Senior Advisors are accountable for leading the regional office work programme. Regional Managers maintain the strategic overview of the work in their region, ensuring that the work undertaken is aligned with Te Puni Kōkiri plans and goals. All regional staff will work closely with Policy Partnerships Te Puni ensuring unified service to the Minister and to Iwi, hapū and whānau Māori.

The Senior Advisor will be an active contributor to local / regional state sector effectiveness / Crown Māori relationships.

**Leadership**

Senior Advisors do not have direct reports. However, they will provide leadership and development opportunities for Advisors and they will coach and mentor Advisors. Senior Advisors will demonstrate a leadership style aligned to Te Puni Kōkiri’s values and relevant to their work area.

The Senior Advisor will lead local projects and innovative initiatives and participate in national project teams.

**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**

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| Leadership and management | * Work with the Regional Manager to develop and lead a regional team to deliver high quality and influential results
* Provide leadership that engages and motivates others to succeed and develop, and foster an open, collaborative environment that encourages quality, innovation, ongoing learning and knowledge sharing
* Effectively manage performance by setting clear and stretch objectives, measuring and monitoring progress and results and providing regular feedback
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| Delivery of a work programme | * Support the Regional Manager to manage the work programme of a regional
* team, including appropriate planning, resourcing allocation and prioritisation of work
* Ensure appropriate governance and reporting mechanisms are exercised over the programme of work
* Champion and promote innovation
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| Stakeholder relationship management | * Support the Regional Manager to build a strong presence for Te Puni Kōkiri in the regions to support a whole-of-government approach to the implementation of Government policies and achievement of results in Te Puni Kōkiri areas of focus
* Capture the contribution of regional stakeholders and ensure it is passed into policy development processes
* Ensure consistency and alignment between different teams in Te Puni Kōkiri, in particular across other regional teams and with the Policy Partnerships Te Puni
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| Capability development | * Assist with building the capability of the region, including training Advisors and as required
* Assist the Regional Manager and colleagues to work across the state sector to gain appropriate support for Maori cultural development priorities.
* Support trial initiatives aimed at supporting Maori to achieve higher qualifications and support intergenerational success.
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| Investment advice and management | * Assist in the assessment of proposals for funding
* Manage local level provider contracts including milestone reporting and funding approvals
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| Information sharing | * Assist Regional Manager in gathering and maintaining information within the rohe
* Disseminate information to Maori where appropriate
* Manage the flow of information between Maori and the Policy Partnerships Te Puni for programme evaluation and programme development contribute to the up to date records of Māori Communities and organisations
* Provide regular briefings for the Regional Manager on Key Issues and themes.
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**KNOWLEDGE, SKILLS AND EXPERIENCE**

Essential

* Experience in working with whānau, hapū, iwi, Māori organisation’s and Māori communities
* 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 including a conversational level of te Reo Maori
* Ability to identify, build and actively manage significant relationships, valuing diverse perspectives and experiences
* A clean full motor vehicle driver’s licence

**COMPETENCIES**

Our competency framework 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 knowledge and actions required for the role.

***ROLE SPECIFIC COMPETENCIES***

**Facilitating Strategic and Purposeful Partnerships**

* Building a strong Te Puni Kōkiri presence and proactively present the face of Government to Māori
* Seize opportunities for increased interaction and articulation of the voice of Māori development and Māori ways of doing things
* Create new ways of working and models of practice which can turn national strategies for economic development into regional reality
* Contribute to the constant and consistent flow of information between the Regions and Head Office including with other organisations

**Planning/Project Management**

You are at Manaakitanga when you:
**Champion effective use of project management disciplines to support robust policy development**The Ministry is applying a systematic project management methodology across the Ministry’s work programme, including development processes.

You need to demonstrate the advantages of project management for improving the outcomes of policy development processes. This includes:

* having excellent understanding and use of the Ministry’s project management methodology, with the ability to coach and mentor other staff
* tailoring the project management approach to suit the particular project
* encouraging all staff to attend project management training and apply the Ministry’s project management methodology to their work.

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| **Oversee large projects** You will be able to: * take on large key policy project roles
* balance your responsibilities between leading policy development processes and coaching less experienced analysts.
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| **Manage project priorities, risks and opportunities** You will: * have a clear sense of the objectives that you are trying to achieve through a Ministry development process
* be practiced at identifying project priorities and be attuned to the need to manage any risks to the project
* use planning and process management tools to set well-defined objectives and goals
* accurately scope out length and difficulty of tasks and projects
* break down work into process steps
* understand and figure out the processes necessary to get things done
* get the most out of few resources
* take a strategic overview of work and prioritise activities and team resources
* ensure project plans clearly identify project roles, resource requirements, timeframes and allocate responsibilities and tasks to individual staff
* ensure consistent approaches are taken to communications and reporting across key projects
* track progress, proactively share information, and keep relevant data and evidence in line with records management policies and statutory obligations.
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| **Incorporate implementation and evaluation considerations** You will: * understand the circumstances and environment in which a specific work is likely to be implemented
* know how the ongoing success of the Ministry’s work will be measured
* consider implementation threats and evaluation requirements at the early stages of work processes.
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| **Manage large contracts** You will: * fully understand the Ministry’s procurement processes and financial policies and explain them to staff
* be fully competent in using the Ministry’s Contract Management System
* coach staff in drafting high-quality project specifications and Requests for Proposals.
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***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 are required for this role:

**Māori Perspective**

* Have a broad based understanding of Māori values and knowledge including the contextual background
* Are a conversational speaker of Te Reo Māori
* Plan and conduct your work with appropriate reference to tikanga and kawa
* Actively consider ways of incorporating and representing Te Ao Māori in your work
* Are knowledgeable about iwi and hapu groups as well as Māori leaders and other important Māori figures
* Instil confidence in Māori audiences
* Have an understanding of the Treaty of Waitangi and its importance to Māori

**Leadership**

* Are prepared to make difficult decisions when required
* Demonstrate leadership behaviours including commitment, integrity, accountability, humility and selflessness
* Translate the organisations direction into goals and action for the team
* Provide support and motivate team members
* Create opportunities for development of individuals and the team
* Create an environment where staff can take the initiative.
* Take action to improve team dynamics, achievement and abilities
* Take shared responsibility for organisational decisions
* Look for areas for improvement and positive changes

**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**

* Understand the importance of traditional and contemporary knowledge for Māori development
* Commit to and promote the organisation’s strategies and business objectives
* Set operational strategy to achieve business goals
* Understand the reasons behind business policy and procedure and monitor effectiveness
* Understand the purpose and current work of other groups in the organisation
* Understand the Treaty of Waitangi and how it applies to the work of Te Puni Kōkiri
* Understand and consider impact of decisions on Wider State Sector
* Work collaboratively with other government agencies
* Have a thorough understanding of the political environment that Te Puni Kōkiri operates within
* Understand the needs of Te Puni Kōkiri stakeholders and respond to them

**KEY RELATIONSHIPS**

There are key internal and external contacts with whom this position has to maintain or develop professional relationships. Key contacts will be those that have regular involvement or impact on the position and those that are essential in achieving particular outcomes, including the nature and purpose of the relationship as to why the relationships exists and what the relationships enables.

**Internal**

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| Contact | Nature and Purpose of Relationship |
| Project Teams  | Provide strategic oversight and leadership. |
| All Regional Partnerships staff | To work collaboratively within the wāhanga. |
| Strategy and Organisational Performance staff | Gather information relevant to regional projects and keep up to date on work relevant to them. |
| Policy Partnerships | To work collaboratively with Policy Partnership Te Puni to ensure that input contributes for the benefit of Te Puni Kōkiri. |
| Investment Te Puni  | To work collaboratively |

**External**

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| --- | --- |
| Contact | Nature and Purpose of Relationship |
| Other government agencies | Participate in and lead cross agency projects or forum. |
| Iwi, Hapu and Whānau Maori | Consult and communicate with relevant Māori groups about regional work programmes affecting that group. |

**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**

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| **Area of Delegation** | **Delegated Authority** |
| Recruitment | nil |
| Remuneration | nil |
| Development and performance | nil |
| Ending employment | nil |

**Financial Authority**

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| --- | --- |
| Delegation Level | NIL |
| Maximum Expenditure Limit | NIL |