**Kaitohu Tōmua**

**Senior Analyst**

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|  | **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**

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 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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Susan Shipley

Manahautū Tuarua a Te Puni Mahi Haumi Whakamahi

**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 Senior Analyst will contribute to the delivery of the team’s work programme, with a strong focus on developing and building relationships across Te Puni Kōkiri and working closely with business owners of investments. They will lead on defined streams of investments and are responsible for monitoring the performance of providers, working with the regional network to identify performance issues and risks.

The Senior Analyst will need to have strong numeric skills and be able to present quantative data in a way that can be understood by non-technical audiences.

The Senior Analyst will be required to prepare briefings reports and answer enquiries from the public. A high standard of written and verbal communication is required.

The Senior Analyst will work collaboratively and flexibly as the work arises.

**DIMENSIONS**

**Range of Influence**

Across Te Puni Kōkiri

**Leadership**

The Senior Analyst does not have direct line management responsibility but will assist the manager to build relationships within Te Puni Kōkiri and across the business owners of investments and the state sector, in order to influence and demonstrably improve outcomes in response to Māori needs and preferences. They may be required to lead particular Investment projects involving Te Puni Kōkiri staff and/or staff from other agencies.

**Financial**

The Senior Analyst does not have financial delegation but will be required to monitor and manage (under the oversight of their Manager) financial aspects of projects that they lead. This includes ensuring that project finances are appropriately and accurately budgeted and spent.

**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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| Technical investment management expertise | * Support technical investment management systems and processes in the Investment team and across Te Puni Kōkiri * Lead and support investment projects that are informed by a sound understanding of the technical aspects of investment management, working with the Principal Advisor, Investment * Provide high quality investment management advice and recommendations to the Manager, Investment, the Executive Team and business owners. * Identify results through sound business case reporting on investments. * Strong numeric and financial analysis skills |
| Programme and project management | * Lead development of investment plans and advise on priorities for specific initiatives * Support development of an integrated investment strategy for Te Puni Kōkiri * Support negotiation for major contracts, notably for incentive payments for Whānau Ora commissioning agencies * Support development of performance measurement frameworks for initiatives * Advise on the performance of current investment funds and programmes * Contribute to the design and refresh of investment initiatives from time to   time   * Benchmarking across comparable programmes to inform design and improvementSupport business owners to deliver investment programmes and   projects, including the development of key milestones, timelines, consultation processes, risk analysis and resourcing requirements   * Provide timely and accurate reporting on the current status of projects and identify risks * The Senior Analyst may be required to be a ‘Business Owner” for identified projects |
| Stakeholder consultation | * Identify and consult with business owners and other key stakeholders and ensure strategies are developed to gain buy-in and commitment to desired outcomes * Ensure investment management processes have been subject to appropriate consultation processes with key stakeholders * Ensure investment management advice developed has had appropriate input from across Te Puni Kōkiri * Represent Te Puni Kōkiri at critical, high level and potentially sensitive stakeholder meetings using excellent communication and relationship management skills |

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Champion effective use of planning and project management disciplines to support their work
* Excellent communication skills
* Strong critical reasoning
* Understanding the government and the public service
* Strong relationships management and values diverse experience and experience
* Has public sector contract experience and understanding of the business sector
* Comfort in working in a tikanga / kaupapa Māori environment, a degree of fluency in Te Reo Māori would be of benefit.

**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 will be able to:**

* Bring together the evidence to support planning and decision making
* Produce comprehensive analysis for a range of methods of reporting
* Write reports with impact for particular audiences

**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 project roles * balance your responsibilities between leading policy development processes and coaching less experienced analysts. |
| **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. |
| **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. |

***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**

* Show respect for and have an interest in Māori history and traditions
* Use basic greetings and pronunciation of Te Reo Māori
* Are comfortable in situations where tikanga is observed and show respect for its importance
* Are open to working with Māori concepts and traditions
* Show respect for Māori groups and are comfortable working in a Māori environment
* Understand the importance of the Treaty of Waitangi

**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 and data 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’s 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** |
| Investment National Office Staff | Sharing of information for smooth functioning of national initiatives (e.g. Whānau Ora) |
| Regional Partnerships Regional Offices | Sharing of information and leveraging of pre-existing relationships for the smooth functioning of investments |
| Policy Partnership Te Puni | On jointly developed projects and supplying relevant information to ensure validity of Policy Partnership outputs. |
| Organisational Support Staff – Legal, Finance, Ministerials and Contracting | Consult on relevant legal and contractual compliance matters |
| Strategy & Organisational Performance Staff | Gathering and sharing of information as required |
| Minister’s Office Staff | Assist to brief and advise the Minister as required |

EXTERNAL

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| **Contact** | **Nature and Purpose of Relationship** |
| Staff in Government Agencies (in particular MSD & MOH MBIE, MOE) | Assist in the participation of cross agency projects |

**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 |