



<b>Position:</b>	<b>Kaitohu Tōmua - Senior Advisor</b>
<b>Te Puni:</b>	Mahi Haumi - Investment
<b>Reports to:</b>	Tumu Whakahaere - Whānau Ora Lead
<b>Location:</b>	Tari Matua, Te Whanganui a Tara - National Office, Wellington
<b>Date:</b>	May 2019

## ORGANISATIONAL STATEMENT

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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

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**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

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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

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## PURPOSE

The Senior Advisor will contribute to the delivery of outcomes by building strong relationships. They will work as part of a team to deliver work to support Whānau Ora investments through the Commissioning Agencies and implementing Te Puni Kōkiri investment strategy. The Senior Advisor’s work will also include collating potential investments, defining technical requirements and monitoring contract compliance.

The Senior Advisor will provide support to the Whanau Ora Lead with programme coordination, stakeholder engagement planning, reviewing funding proposals, ministerial servicing and any Board/Advisory Group secretariat services as well as lead projects and engagements as required.

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

## DIMENSIONS

### Range of Influence

The Senior Advisor will lead and play a significant role within the Whānau Ora work programme. The Senior Advisor will also advise and influence other government agencies to ensure that Māori investment implications are accounted for in government wide policy decisions. All Investment staff will work closely with the Regional Partnerships Te Puni ensuring unified service to the Minister and to Māori communities.

### Leadership

The Senior Advisor has no direct line management responsibility but they may be required to lead particular Investment projects involving Te Puni Kōkiri staff and/or staff from other agencies. The Senior Advisor is also responsible for coaching and mentoring more junior Advisors.

### Financial

The Senior Advisor does not have financial delegation but will be required to monitor and manage (under the oversight of the Project 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

To inform the team on matters relating to the individual portfolios through:

<p>Technical investment management expertise</p>	<ul style="list-style-type: none"> <li>• Support technical investment management systems and processes in the Whānau Ora team and across Te Puni Kōkiri</li> <li>• Lead and support Whānau Ora investment projects that are informed by a sound understanding of the technical aspects of investment management, working with the Principal Advisor</li> <li>• Identify results through sound business case reporting on Whānau Ora investments.</li> </ul>
<p>Programme and project management</p>	<ul style="list-style-type: none"> <li>• Support business owners to deliver investment programmes and projects, including the development of key milestones, timelines, consultation processes, risk analysis and resourcing requirements</li> <li>• Provide timely and accurate reporting on the current status of projects and identify risks</li> <li>• The Senior Advisor may be required to be a ‘Business Owner’ for identified project</li> <li>• Prepare briefings reports and answer enquiries from the public</li> </ul>
<p>Contracting &amp; Contract Management</p>	<ul style="list-style-type: none"> <li>• Support the negotiation for contracts with Whānau Ora Commissioning Agencies (including for incentive payments)</li> <li>• Assisting in the monitoring of Whānau Ora Commissioning Agencies against their contractual requirements including reviewing and reporting on quarterly and annual reporting</li> <li>• Working with the Whanau Ora Lead and Principal Advisor Commercial to provide updates to a range of audiences (including Ministers and the</li> </ul>



	<p>Whānau Ora Partnership Group) regarding Commissioning Agency performance and outcomes for whānau</p> <ul style="list-style-type: none"> <li>• Contribute to the development and implementation of appropriate best practice contract management standards, methods, processes and systems</li> </ul>
Investment Planning	<ul style="list-style-type: none"> <li>• Support the development of Whānau Ora Commissioning Agency investment plans and initiatives</li> <li>• Support Whānau Ora Lead with programme coordination, stakeholder engagement planning, and review of funding proposals, ministerial servicing and any Board/Advisory Group secretariat services.</li> <li>• Monitoring and investment performance analysis</li> <li>• Support the proposal administration process by undertaking due diligence activities and basic assessment of proposal completeness and fit with fund criteria</li> <li>• Support development of performance measurement frameworks for initiatives</li> </ul>
Stakeholder consultation	<ul style="list-style-type: none"> <li>• Identify and consult with business owners and other key stakeholders and ensure strategies are developed to gain buy-in and commitment to desired outcomes</li> <li>• Ensure investment management processes have been subject to appropriate consultation processes with key stakeholders</li> <li>• Ensure investment management advice developed has had appropriate input from across Te Puni Kōkiri</li> <li>• Represent Te Puni Kōkiri at critical, high level and potentially sensitive stakeholder meetings using excellent communication and relationship management skills</li> </ul>

## 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**

#### **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.

#### **Contribute to larger projects**

- You may contribute to (rather than lead) projects of greater complexity, sensitivity, conflict and risk. This may include leading a project work stream assigned by a project manager.
- You will need to operate relatively independently within clear designated groups, with support from other staff and or managers.
- You will act within agreed bounds of projects while using initiative for definition and delivery of your own outputs.

#### **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.

As you become more experienced, you may lead expressions of interest and tender processes. You need to be able to use the Ministry's contract management system and draft high-quality contracts 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 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 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**

Contact	Nature and Purpose of Relationship
Investment Te Puni	Sharing of information for smooth functioning of national initiatives
Regional Partnerships Te Puni	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.



Contact	Nature and Purpose of Relationship
Organisational Support Staff – Legal, Finance, Ministerials & Business Support	Consult on relevant legal and contractual compliance matters
Strategy & Organisational Performance Te Puni	Gathering and sharing of information as required
Minister's Office Staff	Assist to brief and advise the Minister as required

#### EXTERNAL

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

AREA OF DELEGATION	DELEGATED AUTHORITY
Recruitment	NIL
Remuneration	NIL
Development and performance	NIL
Ending employment	NIL

#### FINANCIAL AUTHORITY

Delegation Level	NIL
Maximum Expenditure Limit	NIL