**Advisor Communications**

**Kaitohu Pāpāoho**

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|  | **Te Puni** | Te Puni Tautoko Whakahaere - Organisational Support |
| **Reports to:** | Tumu Whakahaere Pāpāoho - Manager, Communications |
| **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
* Whanaungatanga/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 (or group) Statement**

The Organisational Support Te Puni supports Te Puni Kōkiri by providing the processes, systems and advice that enables the organisation to operate effectively, including:

* Information services
* Technology services
* Finance
* Legal services
* Human Resources & Capability
* Ministerials & Business Support
* Asset Management
* Communications

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

**PURPOSE**

The Advisor, Communications works with the Senior Advisor and Manager in the Communications team to advise, plan, produce and deliver timely and professional communications services and products to various client groups across the organisation.

The Advisor is expected to have skills and experience in some or all of the following:

* Issues management and media skills
* Experience providing advice and support to managers
* Preparation of plans, media releases and documents for web publication.
* Political and organisational savvy – and good judgment
* A clear understanding of the role of communications and a strong service ethic
* Experience working across organisations, spotting connections and identifying communications issues and opportunities
* The capability to manage work projects.
* Supporting sponsorship activities as agreed by a manager

One of the Advisor roles has specific responsibilities for publication and channel management.

**DIMENSIONS**

**Range of Influence**: N/A

**Leadership**: N/A

**Financial**: N/A

**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 AND DELIVERABLES**

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| Technical expertise | * Experience and expertise in communications tools and techniques * Provide high quality advice and recommendations to Senior Advisors and the Manager, Communications as required |
| Programme and project management | * Support the delivery of communications 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 |
| Stakeholder consultation | * Support consultation with key stakeholders and ensure strategies are developed to gain buy-in and commitment to desired outcomes * Ensure processes have been subject to appropriate consultation processes * Use excellent communication and relationship management skills |

**KNOWLEDGE, SKILLS AND EXPERIENCE**

* Relevant tertiary qualification, or at least 5 years’ experience, in communications and/or marketing and /or journalism.
* Excellent oral and written communications skills.
* Ability to deliver different messages in different media taking into consideration the appropriateness of the message for the intended audience.
* Well-developed relationship management skills to work with a broad range of people including senior management, staff, external media and external contractors.
* Comfort in working in a Tikanga / kaupapa Māori environment. A degree of fluency in Te reo Māori would be of benefit

**SPECIAL REQUIREMENTS**

* Travel may be required from time to time
* Work out of normal hour working hours may also be required from time to time

**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*

Role specific competencies describe technical requirements specific to a role:

**Communications**

* + Write clearly and succinctly in a variety of communication settings and styles.
  + Uses correct grammar, in written and oral communications and correct punctuation and spelling in written communication.
  + Can effectively get the message across either orally or in written form.
  + Quickly understand complex communications issues in relation to particular projects/clients field of work and develop communications plans to approach and solve them.
  + Lead communication planning and delivery processes including: concept development, planning, writing, design, production and review and evaluation.
  + Maintain consultation networks in government, sector and communities.
  + Deliver complex messages and issues in a clear and effective manner to internal and external stakeholders.
  + Attune to issues in the media and consider impact and appropriate response for the Ministry.

**Planning/Project Management**

* 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 Kokiri but may be required at different levels of ability and complexity. The following is 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**

* Develop a professional approach to your work
* Share knowledge and information
* Show commitment to team goals
* Work collaboratively with other members of the organisation
* Work within any change requirements

**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’s 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’s stakeholders

**KEY RELATIONSHIPS**

**Internal**

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| **Contact** | **Nature and Purpose of Relationship** |
| Manager Communications | Direct report. |
| Te Puni Kōkiri staff | Provision of high quality, proactive advice for all communications needs, as directed by the Manager Communications. |

**External**

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| --- | --- |
| **Contact** | **Nature and Purpose of Relationship** |
| Communications Teams/Specialists in other Government departments/agencies | Build and maintain network to ensure collaboration and information sharing about Communications work across the public sector. |

**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 |

**Non Departmental Delegations**

**Nil**