**Kaitohu**

**Advisor Business Growth**

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|  | **Te Puni:** | Te Puni Hononga ā Rohe - Regional Partnerships |
| **Reports to:** | Tumu Whakahaere ā Rohe - Regional Manager |
| **Location:** | Tai Tokerau, Tamaki Makaurau, Waikato / Waiariki, Ikaroa Rawhiti, Te Taihauauru,  Te Waipounamu |

**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 Strategy & Organisational Performance Te Puni, the Investment Te Puni and the Policy Partnerships 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 Approved

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Di Grennell

Manahautū Tuarua Hononga ā Rohe

**PURPOSE**

The Advisor, Business Growth reports to the Regional Manager and will provide support in as a key front-line role for delivering generalist support services at the business start-up point in the continuum in line with the national strategy and operational policy.

**DIMENSIONS**

**Range of Influence**

The Advisor is responsible for supporting and delivering of the business growth work programme.

**Leadership**

The Advisor will work proactively with others to achieve results. They will demonstrate a leadership style aligned to Te Puni Kōkiri’s values and relevant to their work area.

**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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| Delivery of a work programme | * Work as a team with the Senior Advisor Business Growth to provide a full range of generalist and specialist services and support to businesses across the spectrum, with flexibility to tailor work and services to meet regional needs, within national guidelines and in discussion with the Regional Manager * Work with businesses both individually and in groups, through organising workshops and clinics or simply providing information and a point of contact. * Collaborate with regional advisors and the communications team to provide general information services targeted to Māori businesses or people with business ideas |
| Stakeholder relationship management | * Support the Senior Advisor Business Growth 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 Investment Te Puni, the Strategy & Organisational Performance Te Puni and the Policy Partnerships Te Puni |
| Capability development | * Assist the Regional Manager and Senior Advisor Business Growth to work across the state sector to gain appropriate support for Maori business growth development priorities * To be coached and mentored by the Senior Advisor Business Growth |
| Information sharing | * Assist in gathering, maintaining and disseminating information within the rohe * Provide regular briefings for the Regional Manager on Key Issues and themes as appropriate |

**KNOWLEDGE, SKILLS AND EXPERIENCE**

Essential

* Experience in working with local iwi, hapū and whānau Maori.
* Experience in facilitating the establishment and consideration of business growth (business or otherwise) opportunities.
* Extensive experience in central government processes in providing policy advice to local agencies, organisations and Māori communities.
* Extensive experience in facilitating Hui.
* A clean full motor vehicle driver’s licence

**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***

**Facilitating Strategic and Purposeful Partnerships**

* Lead a across-agency and across-sector approach to deliver government services in the regions
* Develop networks for information exchange to enable wahanga input into policy development and regional issues into Te Puni Kōkiri’s information networks
* Contribute to the development of capability to deliver TPK programmes
* Ensure the appropriate links are made and activities identified that will enhance the management of information and programmes

**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 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’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 |
| Project Teams | Work collaboratively with the team. |
| Regional Partnerships staff | Work collaboratively within the Te Puni |
| Office of the Deputy Chief Executive, Regional Partnerships | Work collaboratively to ensure a flow or quality business information is maintained as required. |
| Strategy and Organisational Performance Te Puni | Liaise with appropriate teams as required. |
| Investment Te Puni | Liaise with appropriate teams as required. |
| Policy Partnerships Te Puni | Work collaboratively to ensure that input contributes for the benefit of Te Puni Kōkiri as required. |

**External**

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| --- | --- |
| Contact | Nature and Purpose of Relationship |
| Other relevant Public Sector organisations | Provide support during team participation in cross agency projects or forum as required. |
| Iwi, Hapū and Whānau Māori | Provide support where appropriate during consultation and or communicating with relevant Māori groups about regional work programmes affecting that group as required. |
| Private sector organisations | Develop & maintain relevant relationships as required. |

**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 |