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| **Position:** | **Kaitātari Pakihi Kainga – Business Analyst Housing**  |
| **Te Puni:** | Te Puni Hononga ā Rohe - Regional Partnerships  |
| **Reports to:** | Tumu Whakahaere ā Rohe – Regional Manager  |
| **Location:** | Te Tai Tokerau |

**ORGANISATIONAL STATEMENT**

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**

**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 creates and maintains 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 collate with the Policy Partnerships Te Puni, to share and receive quality information, build ideas and develop new approaches to policy issues informed by experience and understanding from the regions. Effective information flows are critical to enabling Te Puni Kōkiri to formulate robust advice for government, to partner through smart investments and to influence behaviour at a community level.

The Regional Partnerships Te Puni is responsible for:

* Developing robust relationships with iwi, hapū and whānau Māori at a national and regional level
* Developing other partnerships in the regions including with local government agencies
* Using those relationships to gather and disseminate information between government and iwi, hapū and whanau Māori
* Feeding into the development of the investment strategy for Te Puni Kōkiri and implementing this strategy for Te Puni Kōkiri non-departmental funding.

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

**PURPOSE**

The Business Analyst is responsible for providing data, information and advice to support the delivery of quality housing advisory services and resources to whānau, hapū, iwi, rōpu Māori and hapori Māori in Te Tai Tokerau.

The role includes:

1. Compiling and analysing data and information to inform regional work programme and investment planning
2. Capturing information and insights to guide the development and ongoing improvement of policies, processes, advisory services and resources
3. Maintaining effective systems for reporting on the impacts of housing investments, and facilitation and brokerage across the rohe
4. Being the conduit for information into and out of regional housing team as required

**DIMENSIONS**

**Range of influence**

The Business Analyst has a key role in supporting the regional housing team to maintain effective systems and processes for planning and reporting, and information and quality management.

**Leadership**

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

**Financial**

No financial delegations

**Health & Safety**

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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| Planning and advice  | * Provide professional insight and expertise to the regional work programme and investment planning
* Undertake research and analysis and develop options and solutions around a variety of matters impacting on the regional work programme
* Prepare briefing papers, team papers and ensure timely response to requests for housing information.
* Identify expert resources and build a network of contacts who can make a contribution to the delivery of the regional work programme
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| Information and quality management  | * Ensure there is a consistent flow of information between the regional housing team and other teams
* Ensure internal infrastructure for the regional housing team supports best practice planning, reporting and information management and is consistent with wider regional office systems and processes.
* Ensure compliance with organisational policies, practices and guidelines
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| Teamwork and collaboration | * Establish and maintain close working relationships with other Business Analysts to ensure a coordinated approach across the regional office and wider Te Puni Kōkiri
* Work collaboratively with the wider regional team and other agencies as required to deliver an integrated and seamless service for iwi, hapū and whānau
* Contribute to the delivery of the wider regional work programme as required by the Regional Manager
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**KNOWLEDGE, SKILLS AND EXPERIENCE**

SKILLS

* Demonstrated technical knowledge and expertise in information systems
* Well-developed project management expertise
* Well-developed communication skills, both oral and written
* Demonstrated ability to work in and as a member of a team.
* A demonstrated commitment to the provision of quality services.
* A degree of conversational level of Te Reo Māori

KNOwledge

* Good knowledge of Tikanga Māori
* Knowledge of hapū, iwi and whanau structures where relevant
* Knowledge of the machinery of government and the agencies we work with

experience

* Experience working collaboratively with other teams to get work done and achieve customer outcomes
* Experience in effective time management, manage your own time and work to deliver on expectations.
* Have a comprehensive understanding of administrative software (including the Microsoft Office) and how to apply them to increase work efficiency
* Ability to build and maintain networks to benefit your work
* Analyse and resolving administrative and procedural problems
* Are able to create and maintain comprehensive electronic filing systems.

**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***

**Business Management**

* Contribute towards the annual financial planning and budget setting for the region
* Structure financial resources to align with the regional work programme
* Analyse financial and housing program information to assist with business planning
* Monitor business risks across the region and implement systems for mitigation
* Define standards and indicators relevant to the effective running of the region and monitor, analyse and report on progress

**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**

* 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**

* Understands 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 casual factors; interpret the information available; look for corrections, and devise effective solutions
* Use contemporary and traditional Māori language 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 strategic alignment of Māori succeeding as Māori and have a vision of what that success looks like
* Develop organisation strategies and business objectives
* Have a detailed understanding of the organisation’s structure, the purpose of each group and how each contributes to the whole organisation
* Understand state sector inter-relationships and detailed workings of government
* Contribute to defining and furthering State Sector goals
* Have an in-depth understanding of the Treaty of Waitangi and its impact through the State Sector
* Understand the nuances of the political environment and consider them in decision making
* Use a detailed understanding of the nature of all stakeholders to inform the organisation’s strategy

**KEY RELATIONSHIPS**

**Internal**

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| **Contact** | **Nature and Purpose of Relationship** |
| Regional Partnerships staff | Work collaboratively within the Puni |
| Office of the Deputy Chief Executive, Regional Partnerships | Engage proactively to ensure a flow or quality business information is maintained and that there is consistency with whole of Te Puni expectations. |
| Organisational Support Te Puni | Liaise with appropriate teams to ensure business planning and reporting are aligned |
| Investment Te Puni | Liaise with appropriate team/s to ensure business investment planning and reporting are aligned |
| Policy Partnerships Te Puni | Work collaboratively to ensure that input contributes for the benefit of Te Puni Kōkiri |

**External**

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| **Contact** | **Nature and Purpose of Relationship** |
| Other relevant Public Sector organisations | Information gathering |
| Iwi, Hapū and Whānau Māori | 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 - NIL**

**Financial Authority - NIL**