**Kaitohu Tumuaki**

**Principal Advisor**

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|  | **Te Puni:** | Te Puni Hononga ā Rohe - Regional Partnerships |
| **Reports to:** | Manahautū Tuarua Hononga ā Rohe - Deputy Chief Executive |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |

**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, hapū 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.

**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.

**Regional Partnerships 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 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.

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 investment strategy and ensuring its implementation

Job Description Approved

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Di Grennell

Deputy Chief Executive Regional Partnerships

**PURPOSE**

The Principal Advisor is responsible for defining and leading the following:

* kaupapa co-ordination
* stakeholder engagement
* cross Te Puni leaderships
* cross Government representation and co-ordination

The Principal Advisor is responsible for defining and leading Te Puni Kōkiri kaupapa coordination and working closely with key stakeholders both internally and externally. The Principal Advisor’s work programme enhances the knowledge of Te Puni Kōkiri in understanding of the impact of its investments on whānau, hapū, iwi and Māori.

The Principal Advisor will contribute to a range of activities across the Regional Partnerships Te Puni and have a thorough understanding of the strategic context in which the Ministry operates; understand the priorities and perspectives of Ministers, partner agencies and key external stakeholders; be fully aware of the Ministry’s political, external and historical drivers; and assists to understand the ways in which day-to-day work contributes towards meeting high-level strategic objectives.

The Principal Advisor is expected to enable and strengthen cross Te Puni engagement.

This role will also provide analytical insights into the impact of regional and policy functions both on whānau, hapū iwi and Māori and the wider public sector.

The Principal Advisor is responsible for leading development, understanding the wider and long term implications, and engaging relevant stakeholders at an early stage. They ensure the right skills are sourced for each task and oversee the monitoring approach to ensure it delivers to the required standard, engages widely, and uses the right tools.

**DIMENSIONS**

**Range of Influence**

The Principal Advisor is expected to possess high level technical knowledge and expertise relevant to key kaupapa, and to lead initiatives within their area of expertise or skillset. Seen as experts in their field they are expected to operate as a subject matter expert within the organisation and use their knowledge to influence outcomes at the highest level across government.

**Leadership**

The Principal Advisor does not have line management responsibility but will assist with the professional development of the team members, contribute to the quality assurance of work.

**Financial**

The Principal Advisor, together with the Manager, will provide key advice to the budgeting process.

**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 | * Provide leadership and mentoring in the Office of the Deputy Chief Executive Regional Partnerships team and across Te Puni Kōkiri
* Define and lead the coordination of kaupapa programmes, of the Regional Partnerships Te Puni
* Provide high quality advice and recommendations to the Deputy Chief Executive, Regional Partnerships, and the organisation more broadly
* Ensure the coordination of kaupapa meets best practice standards

 for quality of both approach and outcome |
| Programme and kaupapa project leadership | * Co-ordinate the monitoring or evaluation of the Regional Partnerships kaupapa including the development of key milestones, timelines, consultation processes, risk analysis and resourcing requirements
* Provide timely and accurate reporting on the current status of kaupapa and identify risks
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| Stakeholder consultation | * Identify and consult with key stakeholders and ensure strategies are developed to gain buy-in and commitment to desired outcomes
* Ensure research processes have been subject to appropriate consultation processes with key stakeholders
* Ensure 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
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**KNOWLEDGE, SKILLS AND EXPERIENCE**

ESSENTIAL

* Understanding government and the public service - with an understanding of the rationale and mechanisms for government intervention
* Excellent communication skills - Persuasion and influence skills
* Understanding of public sector processes
* Values diverse perspectives and experience
* Has strong relationship management skills
* Understanding and experience in community development and investing for impact

**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 requirements specific to a role:

**Specialist Knowledge**

* Have specialist expert knowledge across your work programme(s).
* Have in-depth knowledge of any related legislation and workings of government in your specialist field and able to apply this understanding to policy advice and decision making.
* Know when and where to go to source critical knowledge and expertise when required.
* Share your knowledge within teams and across Te Puni Kōkiri.
* Facilitate and contribute to appropriate recording and storage of knowledge.
* Continually develop your knowledge or skill and encourage others to do the same.
* Have a broad understanding of the policy work undertaken across Te Puni Kōkiri.

**Planning/Project Management**

**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 key policy project roles
* balance your responsibilities between leading and coaching less experienced staff.
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| **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.
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| **Incorporate implementation and evaluation considerations** You will: * understand the circumstances and environment in which 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.
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| **Manage large contracts** You will: * be able to lead procurement processes (for example, RFP, EOI, GETS tender processes) and manage large contracts for the Ministry
* fully understand the Ministry’s procurement processes and financial policies and explain them to staff
* be fully competent in using the Ministry’s Contract Management System
* coach staff in drafting high-quality project specifications and Requests for Proposals.
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## *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 origins
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of tikanga and are confident in situations where 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**

* Adhere to concepts such as whānaungatanga, whakapapa and manaakitanga when dealing with people
* Foster an environment where people work together with ease and understanding
* Focus on the organisation working as a team rather than separate business units
* Champion initiatives that achieve a positive outcome for stakeholders
* Proactively build positive working relationships with people at all levels within the public sector, private sector and Māoridom, with the intent of furthering the organisations’ vision of ‘Thriving Whānau’
* Ensure all stakeholders have their say and information is considered before decisions are made
* Approach tense or difficult situations with the objective of reaching win-win solutions

**Communicating Effectively**

* Can use Te Reo Māori in your work and communicate with Māori audiences adhering to tikanga and kawa
* Strategise the presentation of verbal and written information and deliver to the highest level of audience with clarity and confidence
* Are highly persuasive in situations where strong opposition or potential conflict exists
* Vary your communication style and draw upon examples or illustrations relevant to the audience
* Deliver unpopular information with diplomacy and tact
* Are aware of all nuances in written and verbal information delivered by others
* Use a consultative approach to decision making
* Consider who (individuals, teams and organisations) need to be aware of relevant information and ensure information is imparted

**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 whānau centred approach and its application to our work
* 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** |
| Project teams | Lead and oversee kaupapa coordination and other monitoring projects |
| Regional Partnerships Te Puni  | Sharing of information and leveraging of pre-existing relationships |
| 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  |

**External**

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| **Contact** | **Nature and Purpose of Relationship** |
| Intellectual leaders in other government agencies | Participate in and lead monitoring projects or forum |
| Office of the Minister of Māori Affairs | Directly brief and advise the Minister |
| Māori communities | Consult and communicate with relevant Māori groups about monitoring projects affecting that group. |
| Researchers, universities  | Liaise with Heads of Departments on relevant initiatives and approaches  |
| International agencies, private organisations | Liaise on relevant initiatives and approaches |

**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