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| **Position:** | Kaitohu Tōmua- Senior Advisor Māori Growth  |
| **Te Puni:** | Te Puni Mahi Haumi - Investment |
| **Reports to:** | Tumu Whakahaere – Māori Growth Lead  |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |
| **Date:** | August 2019 |

**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 Purpose of the Investment Te Puni:

The portfolio of innovative, targeted investment initiatives and investment opportunities managed by Te Puni Kōkiri have grown and may continue to grow in the future. , The Investment Te Puni ensures that Te Puni Kōkiri is strategic, agile and active in making things happen, accountable and articulates the results for investment decisions.

Te Puni Kōkiri oversees just over $300 million in initiatives fostered to support Māori development outcomes. Some of these funds are administered by Crown entities, statutory entities, and other organisations. The Investment Te Puni requires a range of strategic and technical skills and capability to ensure it can deliver development outcomes for Māori.

#### *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 Te Puni 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 ‘line manager who is responsible for their management, 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.

**PURPOSE**

The Senior Advisor, Māori Growth will principally support the objectives of the Maori Housing Network and also contribute to the delivery of outcomes, with a strong focus on building relationships and working as part of a team, to deliver on the wider portfolio of investment funds. These include: Whenua Māori, Māori Potential, Cadetships, Māori Business Facilitation Service investments, Moving the Māori Nation and Suicide Prevention.

The Senior Advisor is expected to develop a network across Te Puni Kōkiri and work closely with stakeholders of the portfolio of investment funds. They are responsible for monitoring the performance of both the fund and investment partners, working with the regional network to identify performance issues and risks.

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 in investment projects within their 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**

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| Technical investment expertise | * Support technical management systems and processes in the Māori Growth team and across Te Puni Kōkiri
* Lead and support Māori Growth fund projects that are informed by a sound understanding of the Māori Growth technical aspects for the investment funds and working with the internal and external stakeholders
* Provide high quality investment advice and recommendations to the Lead Māori Growth, the Executive Team and stakeholders.
* Identify results through sound business case reporting on Māori Growth portfolios
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| Programme and project management | * Support appropriate stakeholders to deliver portfolio of investment funds 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
* Prepare briefings reports and answer enquiries from the public
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| Stakeholder consultation | * Identify and consult with clients and other key stakeholders and ensure strategies are developed to gain buy-in and commitment to desired outcomes
* Ensure management processes have been subject to appropriate consultation processes with key stakeholders
* Ensure management 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

* Champion effective use of planning and project management disciplines to support their work
* A high standard of written and verbal communication
* 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**

**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 large key investment project roles
* Balance your responsibilities between leading investment development processes and coaching less experienced analysts.
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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 the processes necessary to get things done
* get the most out of limited 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.
* be fully competent in using the Ministry’s Contract Management System
* Draft 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 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

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| **Contact** | **Nature and Purpose of Relationship** |
| Investment National Office Staff | Sharing of information for smooth functioning of national initiatives |
| Regional Partnerships Regional Offices | 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. |
| Organisational Support Staff – Legal, Finance, Ministerials and Contracting | Consult on relevant legal and contractual compliance matters |
| Minister’s Office Staff | Assist to brief and advise the Minister as required |

EXTERNAL

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| **Contact** | **Nature and Purpose of Relationship** |
| Staff in relevant Government Agencies  | 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**

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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 |