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| **Position:** | **Kaitohu Tōmua - Senior Advisor** |
| **Te Puni:** | Mahi Haumi - Investment |
| **Reports to:** | Tumu Whakahaere - Manager, Operational Policy & Design |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |
| **Date:** | June 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:

Te Puni Kōkiri investment opportunities have grown and may continue to grow in the future. Due to the growth in the portfolio of innovative, targeted investment initiatives, an Investment Te Puni has been established to ensure that Te Puni Kōkiri is strategic, agile and works to ensure that we are active in making things happen, accountable and can articulate what the results are for those investment decisions.

Te Puni Kōkiri oversees just over $200 million in initiatives fostered to support Māori development outcomes. Some of these funds are administered by Crown Entities, Statutory Entities, other organisations and Te Puni Kōkiri. This Te Puni requires a range of strategic and technical skills and capability to ensure it can deliver outcomes, outputs and results.

#### *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 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 ‘home’ manager who is responsible for ‘pay and rations’, 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.

Job Description Approved

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**PURPOSE**

The role of the Operational Policy & Design team is to lead the design of new Te Puni Kōkiri–led initiatives and funds and to support continuous improvement of existing initiatives. The team will act as the bridge between policy development and implementation.

The team will provide services in:

* Operational policy design
* Process and system design
* Guidance and support tools
* Service design, including customer insights, customer experience design and service channels

The Senior Advisor will contribute to, and lead projects within a work programme that will support the design and implementation of new initiatives and continuous improvement of existing ones. The Senior Advisor is expected to enhance the reputation of Te Puni Kōkiri with Māori the State Sector and Government by working across Te Puni, with other agencies to gather and share insights and advice on how to make it easier for Māori to engage with Government and for Government to become more effective in the delivery of services and measurement of results for Māori.

The Senior Advisor reports to the Manager Operational Policy and Design and works 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 does not have direct line management responsibility they will 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 expertise | * Provide technical advice and expertise on development of business cases, operational policy and programme design models, business process design and systems to improve contract management and performance measurement.
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| Programme and project management | * Manage projects on the design of new initiatives, development of business cases
* Lead the development of guidance, processes and information to support regional office service delivery
* Provide technical advice and expertise on development of business cases, operational policy and programme design models, business process design and systems to improve contract management and performance measurement
* Support design and commissioning of improved systems, tools and practices to gather customer insights, to inform whānau-centric service design
* Provide quality assurance and guidance on initiative design projects
* Support the development, implementation and maintenance of the service standards for regional service delivery
* Support design of performance measurement frameworks for initiatives
* Prepare briefings reports and answer enquiries from the public
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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
* Ability to demonstrate strong analytical and critical reasoning
* Understanding of government and the public service
* Strong relationships management and values diverse experience and experience
* 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 COMPETENCIES***

**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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| **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 a 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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***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 Te Puni  | Sharing information  |
| Regional Partnerships National Office  | Sharing of information for smooth functioning of investments and 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, Ministerial and Contracting | Consult on relevant legal and contractual compliance matters |
| Strategy & Planning team | Gathering and sharing of information as required  |
| 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 Government Agencies (in particular MSD & MOH MBIE, MOE) | Assist in the delivery of 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 |