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| **Position:** | **Kaitohu Tōmua Tautoko – Senior Advisor (Programme Support)** |
| **Te Puni:** | Te Puni Tautoko Whakahaere - Organisational Support |
| **Reports to:** | Tumu Whakahaere Tautoko Hōtaka - Manager Programme Support  |
| **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.

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**

To ensure we can deliver on our priorities the Organisational Support Te Puni supports Te Puni Kōkiri to be match-ready through our:

* People Development (delivering on our Hoa Mahi experience)
* Business Systems that are effective, efficient and responsive
* Assurance and identification and management of risk.

This done by providing the processes, systems and advice that enables the organisation to operate effectively, including:

* Information & Technology Services
* Finance & Procurement
* Communications
* Strategy & Planning
* Risk & Assurance
* Legal Service
* Human Resources & Capability
* Ministerials & Business Support
* Project/Programme Support
* Asset & Property Management

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

**PURPOSE**

The Senior Advisor, Programme Support supports the Manager Programme Support, to define and implement an agreed project and programme/project planning methodology for Te Puni Kōkiri.

The Senior Advisor works with and supports Project Planners in the team to help them with the Projects that they are leading or supporting.

The Senior Advisor is also responsible for:

* Supporting the delivery of Programme Support Work Programme and priority workstreams
* Developing new project tools, templates and resources to help staff and stakeholders
* Leading capability building of Te Puni Kōkiri staff in project and programme management

**DIMENSIONS**

**Range of Influence**

Across the Ministry

**Leadership**

Senior Advisors do not have direct reports. However, they will provide leadership and development opportunities and coach and mentor other staff within the Ministry. A Senior Advisor will demonstrate a leadership style aligned to Te Puni Kōkiri’s values and relevant to their work area.

**Financial**

NA

**SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

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| Technical expertise | * Demonstrate practical experience and expertise in programme/project management (both theory and implementation).
* Continue to develop professional networks and identify learning opportunities and training (for self and other staff).
* Provide high quality advice and recommendations to the Manager, Programme Support and the Deputy Chief Executive, Organisational Support Te Puni
* Have an understanding and knowledge of co-design principles;
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| Programme and project management | * Develop and implement a scalable, systematic programme/project management approach across the Ministry.
* Lead and support the design and delivery of programmes 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.
* Maintain knowledge of best practice public sector programme/project management
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| Working with Others | * Identify and consult with key influencers (internal) and ensure strategies, methodologies, practices and tools that are developed gain buy-in and commitment from across the Ministry.
* Ensure advice developed has had appropriate input from across Te Puni Kōkiri.
* Support the Manager programme Support to convene an internal advisory group and schedule regular meetings.
* Coach and mentor staff to apply programme/project management best practice.
* Provide specialist advice/oversight to internal teams.
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**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Experience in working with whānau, hapū, iwi, Māori organisation’s and Māori communities
* Proven effective use of project management disciplines to support work programmes
* Understanding of the government and the public service and public sector processes - understanding the rationale and mechanisms of government intervention i.e. reasons for government intervention, the available intervention mechanisms and alternatives to government interventions
* Understanding of the relevance of the Treaty of Waitangi to the work being undertaken
* Excellent communication skills in both oral and written work
* Ability to identify, build and actively manage significant relationships, valuing diverse perspectives and experiences
* Strong leadership skills

**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 and implement**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

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| encouraging all staff to attend project management training and apply the Ministry’s project management methodology to their work.  |
| **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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| **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 an understanding for 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 focussing 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 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 stakeholders and respond to them

**KEY RELATIONSHIPS**

**Internal**

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| **Contact** | **Nature and Purpose of Relationship** |
| Project teams | Lead and oversee projects in their area |
| Regional Staff | Gather information relevant to projects and keep up to date on work relevant to them |
| Office of the Minister for Māori Development and Minister of Whānau Ora | Directly brief and advise the Minister as required by the Deputy Chief Executive |

**External**

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| **Contact** | **Nature and Purpose of Relationship** |
| Organisational Support staff in government agencies | Participate in and lead cross agency projects or forum |
| Māori communities | Consult and communicate with relevant Māori groups about projects affecting that group. |

**DECISION MAKING AUTHORITY**

Support the Organisational Knowledge Manager with personnel and budget management as agreed from time to time.