# Ministry of Social Development logo

#  Senior Advisor

##  Māori, Communities and Partnerships

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## The outcomes we want to achieve

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| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

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| --- | --- |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

### The purpose of this position is to ensure that the Ministry (MSD) can respond to a wide range of requirements that stem from current and future Waitangi Tribunal Kaupapa Inquiries. As part of the Crown, MSD is expected to participate in and contribute to these inquiries within specific timeframes and to the highest possible standard. Based within the Māori, Communities and Partnerships group within MSD, the Kaupapa Inquiries Senior Advisor will manage and coordinate several work streams across the whole of MSD, and will be part of a wider team contributing to the MSD Kaupapa Inquiry Programme Objectives and Work Plan.

### Location

National Office, Wellington

### Reports to

Director, Kaupapa Inquiries

## Key responsibilities

### Subject Matter Advice and Support

* Ensure careful oversight of inquiries and associated workstreams throughout the inquiry lifecycle.
* Provide timely and relevant advice to Director on strategy, policy, service development and relationship management issues that may impact the work programme.
* Provide professional and technical expertise on implementation, development and delivery across the work programme.
* Produce reports and other written work (for both internal and external audiences) to a consistently high standard, as required by the senior management team.

### Relationship and Stakeholder Management

* Ensure professional networks are developed and maintained, including relationships with key stakeholders, leaders and practice professionals from across other agencies involved in Kaupapa Inquiries such as the Ministry of Health, the Ministry of Housing and Urban Development, Te Puni Kōkiri and Te Arawhiti.
* Establish strong and effective working relationships with MSD staff in various teams and work co-operatively with them on initiatives of mutual benefit.
* Ensure input is received from key stakeholders throughout the duration of the work programme.
* Maintain timely and accurate communication to stakeholders.

### Risk Management

* Actively identify and manage organisational and programme risks, issues and opportunities ensuring actions and mitigations are in place to address them.
* Act as a key conduit for stakeholders providing regular feedback on issues that have arisen that require further analysis or clarity.

### Strategic Focus

* Contribute to the strategic view of issues, the wider system impacts and themes to the Director, senior management team, and managers of relevant MSD Business Units.
* Monitor and evaluate the progress of initiatives and report regularly on any identifiable opportunities/threats as well as risk mitigation strategies.
* Identify operational, strategic and policy implications and linkages across the work programme.
* Contribute to Kaupapa Inquiry implementation strategies and policies at the national level.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Tertiary qualification in a relevant discipline, or equivalent operational experience
* Comprehensive experience at a senior level in project and policy development and implementation processes
* Strong relationship management skills, communication skills and an ability to negotiate complex stakeholder relationships
* Ability to produce high quality work, and provide coaching to colleagues
* Organisational agility coupled with political savvy to be able to influence without direct management control
* Proven project leadership and management skills with the ability to provide direction and purpose.
* Ability to analyse information and provide robust defensible recommendations and develop policy, projects or initiatives.
* Demonstrated ability to work collaboratively and effectively across agencies to achieve agreed outcomes
* Strong understanding of the machinery of Government, knowledge of government processes and direction
* Recognise and understand the circumstances and issues facing Māori and Pacific in the communities MSD is working with

## Attributes

* Strong analytical, conceptual and strategic thinking ability
* Strong relationship management skills – able to establish, build and maintain relationships with a variety of stakeholders
* Exercises sound judgment and political sensitivity
* Highly effective communication skills – able to communicate effectively at all levels to achieve understanding, commitment and agreed outcomes
* Strong Interpersonal skills – able to adapt these to suit the needs of the audience
* Highly developed facilitation skills and ability to work with a wide variety of stakeholders
* Strong writing skills and the ability to provide evidence-based and balanced analysis
* Flexible, adaptable and pragmatic
* Excellent planning and organisational skills
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

## Key relationships

### Internal

* Director Kaupapa Inquiries
* Wider Kaupapa Inquiries Programme team
* Māori, Communities and Partnerships group
* MSD Senior Managers and staff
* MSD Policy, Service Delivery, Legal and Corporate Groups

### External

* Other government departments/agencies involved with Kaupapa Inquiries
* Whānau, Iwi and Hapū
* Kaupapa Inquiry claimants

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required