# 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 harakeke  Kei 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 flaxbush  Where 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 Senior Advisor will support the Team Leader to deliver on the whānau wellbeing initiative under E Tū Whānau. The team will focus on partnering with ethnically diverse communities and former refugee and migrant groups to foster wellbeing through the delivery of community-led social change.

### Location National Office

### Reports to

Team Leader

## Key responsibilities

**Community Development**

* Play a leadership role in the implementation, management and promotion of MCP initiatives
* Co-ordinate and collaborate with other government and local government agency representatives and community stakeholders to ensure initiatives are understood and developed to fit local requirements
* Advise on and where practicable facilitate a co-ordinated and strategic approach locally for departmental and community funding of services that support vulnerable communities.
* Provide leadership in aligning government agency funding decisions within the broader context of each community’s social service priorities in order to maximise the effective use of available funds and improve outcomes for ethnically diverse, refugee and migrant groups and other vulnerable communities as required
* Provide leadership to collaborative community action planning and implementation activities

**Community Relationship Management and Liaison**

* Increase opportunities for stakeholders to participate in community planning and service development exercises
* Build and maintain extensive liaison and networks with key community stakeholders including local and central government agencies, community organisations, territorial local authorities and schools, cultural organisations that contribute to outcomes that support positive family and community outcomes
* Effectively communicate and disseminate information relating to MCP initiatives, and local interagency projects within the Ministry and other key agencies
* Develop and maintain effective communication strategies with the communications team to ensure programmes are communicated to target audiences
* Positively contribute to cross-sectoral exercises and projects.
* Identify opportunities for collaborative service / funding and infrastructure developments

**Implementing Initiatives**

* Play a leadership role in the implementation, management and promotion of MCP initiatives to community stakeholders
* Co-ordinate and collaborate with other central and local government agency representatives and community stakeholders to ensure initiatives are understood and developed to fit requirements
* Provide input and process improvement suggestions to National Office staff in relation to MCP initiatives, both during the development and implementation phases

**Project Management**

* Provide leadership for local projects (where required)
* Assist to ensure that conventional project management methodology is followed in relation to managing and implementing projects as well as identifying risks and contingency plans to minimise/eliminate these
* Identify strategic implications and linkages with relevant local projects
* Advise on policy and service development implications arising out of projects / programmes
* From time to time manage a budget associated with a local project as appropriate
* Lead, develop and implement specific project plans, business cases, implementation plans, and evaluation and monitoring regimes as required
* Maintain an overview of progress of projects by liaising closely with community stakeholders and relevant staff in the Ministry

**Reporting and Monitoring**

* Provide reports on progress against relevant local projects as required
* Write regular and ad hoc reports, as appropriate, on work in progress/initiatives
* Ensure that evaluation mechanisms are implemented to determine and report on the effectiveness of regional/local programmes and services

## 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

* Experience in working in the social/health/education sectors in either the co-ordination or delivery of services, or the contract funding of programmes
* Prior experience in working with other government agencies, NGOs, Community, Iwi/Māori, and other vulnerable communities
* Proven experience in community consultation, planning and networking
* Knowledge of key stakeholders in the MCP sector
* Knowledge of government processes and direction
* Demonstrated experience in successfully managing projects and programmes
* Sound knowledge of and previous experience in research, evaluation, monitoring methods and techniques
* Proven ability to develop/articulate logical arguments

## Attributes

* Highly effective communication skills – in all forum especially written and oral
* Extensive relationship management skills – able to establish, build and maintain strong stakeholder networks and relationships
* Strong analytical skills - able to analyse data and write strategically focussed reports based on this analysis
* Excellent Interpersonal skills – able to adapt these to the needs of the audience
* Excellent negotiation/facilitation skills – understands the needs of both parties, clarifies desired outcomes, facilitates discussions towards agreement, able to develop/articulate logical arguments, seeks win-win results where practical
* Strong problem resolution and decision-making skills - able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based on these considerations
* Exercises sound judgement and political sensitivity – especially in relation to the community organisation, local governments etc
* Proven credibility, integrity and professionalism – demonstrates these characteristics at all times
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected
* Teamwork & Collaboration - working with others toward shared goals. Creating group synergy in pursuing collective goals
* Recognises and understands the circumstances and issues facing Māori, Pacific peoples, ethnically diverse and former refugee and migrant communities

## Key relationships

### Internal

* Team Leader, Ethnic Communities Violence Prevention, and the Ethnic Communities Violence Prevention team
* E Tū Whānau Manager and the E Tū Whānau team
* General Manager, Māori Partnerships and Programmes
* MCP management and staff at all levels
* Regionally based Managers and teams in Work and Income, and the Ministry of Youth Development

### External

* Other regionally based Government Agencies; including New Zealand Police, Oranga Tamariki, Ministries of Health, Education and Justice, MBIE, Te Puni Kokiri, Corrections, ACC and DIA
* Government and Non-Government organisation providers of social services
* Community and voluntary sector organisations including local government bodies
* Key community stakeholders, peak bodies and sector leaders

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports – No

### Security clearance – No

### Children’s worker – No

Limited adhoc travel may be required

**Position Description Updated:** January 2025