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| AdvisorMāori, Communities and Partnerships  |
| Our purpose **Manaaki tangata, Manaaki whanau**We help New Zealanders to be safe, strong and independent |
| Our commitment to MāoriAs 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**** |
| **Mana manaaki**A positive experience every time | **Kotahitanga**Partnering for greater impact | **Kia takatū tātou**Supporting long-term social and economic development |
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| ****Our Values**** |
| **Manaaki**We care about the wellbeing of people | **Whānau**We are inclusive and build belonging | **Mahi tahi** We work together, making a difference for communities | **Tika me te pono**We do the right thing, with integrity |
| ****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. |
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| The outcomes we want to achieve |
| 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
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| ****He Whakataukī\***** |
| 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 Advisor supports projects and provides advice on programmes and services that meet the needs of vulnerable adults and families. This includes:

* supporting specific project and programmes in meeting milestones and outcomes
* responding to requests for information
* reporting, communication and quality requirements of specific programmes
* providing high quality writing, analysis and reporting for key internal and external stakeholders
* building relationships with key stakeholders and internal ministry staff
* working closely with Community, Partnerships and Programmes staff and other relevant business groups.

Location

National Office

Reports to

Team Leader

## Key responsibilities

**Strategic Advice and Support**

* Provide support in the development of services to vulnerable adults and their families/whānau.
* Provide support on the strategic direction of project work.
* Participate in projects and initiatives including external stakeholder groups, various social services groups and project advisory groups.
* Contribute to the strategic direction of MSD through influence and advice.

**Project Management**

* Support the development and implementation of new initiatives as required.
* Identify strategic implications and linkages.
* Provide reports on progress against projects as required.

**Relationship Management**

* Build and maintain extensive liaison and networks with targeted stakeholders.
* Facilitate contact between the stakeholders at a national level and other Community, Partnerships and Programmes staff and Ministry staff.
* Establish a positive, credible profile for Community, Partnerships and Programmes and the Ministry.
* Establish effective relationships with Ministry staff and work co-operatively with them on initiatives of mutual benefit.

**Process Improvement**

* Analyse business and project processes to evaluate their effectiveness and efficiency.
* Suggest process improvements and redesign sub optimal business processes to improve operational processes.

**Reporting, Monitoring and Risk Management**

* Monitor and report on the effectiveness of initiatives.
* Write regular and ad hoc reports, as required.
* Advise on risk areas and emerging issues and on strategies to manage these risks.
* Respond to media requests, ministerial requests, Official Information Act requests and/or Parliamentary Questions as required.

## 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 the social services field, particularly in supporting the delivery of programmes or projects.
* Experience responding to media requests, ministerial requests, Official Information Act requests, and/or Parliamentary Questions.
* Experience working in a team environment and contributing to team performance and outcomes.
* Experience with stakeholder engagement and communication
* Relevant tertiary qualification is desirable

## Attributes

* Strong relationship management skills – able to establish, build and maintain relationships with a variety of stakeholders
* Exercises sound judgment and political sensitivity
* Effective communication skills – able to communicate effectively at all levels to achieve understanding, commitment and agreed outcomes
* Flexible, adaptable and pragmatic
* Ability to work under pressure

## Key Relationships

**Internal:**

* Team Leader, Safe, Strong Families and Communities
* Managers within Safe, Strong Families and Communities
* Community, Partnerships and Programmes management and staff
* Managers and staff across the Ministry

**External:**

* Non-government agencies and community networks
* National, regional and local NGOs
* Staff from other Government departments/agencies
* Iwi/Maori and pacific peoples organisations and interest groups and their staff

## 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:** May 2020