# Ministry of Social Development logo

# Lead 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 Lead Advisor will lead initiatives and key projects and will be expected to provide subject matter expertise and take responsibility for the quality of work being delivered. They will be required to have a strategic view across several work streams and provide high-level support to Team Leaders, Business Owners and other senior leaders in the group as well as being able to ensure implementation and delivery of work.

### The Lead Advisor will provide leadership and support to promote continuous improvement, ensuring the effective development and implementation of high-quality services within the Safe Strong Families and Communities work programme. In their work, the Lead Advisor is expected to form strong working relationships with colleagues and staff throughout the Ministry (MSD), as well as forming networks and managing relationships across government and externally with providers and community.

### Location

National Office

### Reports to

Team Leader

## Key responsibilities

### Subject Matter Advice and Support

* Provide high quality and expert advice to the senior management team on strategy, policy, service development and relationship management issues that will impact the work programme.
* Lead the service development and implementation of initiatives.
* Provide professional and technical expertise on implementation, development and delivery across the work programme.
* Thought leadership and quality assurance of strategic and operational papers and reports (for both internal and external audiences) as required by the SSFC leadership team.
* Provide leadership and mentoring to staff across the wider team.

### Relationship and Stakeholder Management

* Ensure professional networks are developed and maintained so that relationships with strategic stakeholders, leaders and practice professionals from across health, education and social services sectors are effective.
* Establish strong and effective relationships with Ministry staff 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 relevant service providers, MSD staff and stakeholders.

### Risk Management

* Actively identify and escalate organisational and programme risks and issues ensuring strategies are in place to mitigate them.
* Act as a key conduit for stakeholders providing regular feedback on issues that have arisen that require further analysis or clarity.
* Support the team to anticipate emerging risks/issues across the work programme, ensuring risks are escalated in a timely manner, and working with other stakeholders across the Ministry to develop workable solutions.

### Strategic Focus

* Holds an end-to-end strategic overview of the work programme, and identifies the wider system impacts and themes to the senior management team, operations and service development.
* Monitor and evaluate the progress of initiatives and report regularly on any identifiable opportunities/threats as well as risk mitigation strategies.
* Give effect to key strategies such as Te Pae Tawhiti, Te Pae Tata and Pacific Prosperity as well as identify policy implications and linkages across the work programme.
* Lead the implementation of strategies and policies at the national level.

## Embedding te ao Māori

* Enacting and giving effect to Te Tiriti o Waitangi across the work programme.
* Embedding Te Ao Māori (te reo Māori, tikanga, kawa) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.
* Encourage the team to develop their capability in te ao Māori and towards an understanding and application of Te Tiriti o Waitangi within their work.

## 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 service 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
* Organisation 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
* Recognises and understands the circumstances and issues facing Māori and Pacific in the communities MSD is working with
* Experience in leading work projects/programmes which give effect to Te Tiriti o Waitangi.

## Attributes

* Influential
* Excellent Planning and Organisational Skills
* Client Focus
* Decision making skills – Analytical
* Teamwork and Ethics
* Excellent Communication – both written and oral
* Professionalism at the highest standard
* Organisational Awareness - Comprehensive knowledge of business standards
* Performance Management and Leadership qualities
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

## Key relationships

### Internal

* Regional Director and their staff
* National Director Maori and their staff
* MCP management and staff at all levels

### External

* Other regionally based Government Agencies; including New Zealand Police, Ministries of Health, Education and Justice, MBIE, Te Puni Kokiri, Corrections and DIA
* Government and Non-Government organisation providers of social services
* Community and voluntary sector organisations including local government bodies
* Iwi networks and Maori interest groups
* Key community stakeholders 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:** November 2021