# 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

Te Pae Tawhiti

Te Pae Tawhiti – Our Future is about MSD’s future role and how we can make a bigger and better difference for New Zealanders. In support of Te Pae Tawhiti – Our Future*,* [Te Pae Tata](https://www.msd.govt.nz/documents/about-msd-and-our-work/about-msd/strategies/te-pae-tata/te-pae-tata-maori-strategy-and-action-plan-single.pdf) and [Pacific Prosperity](https://www.msd.govt.nz/about-msd-and-our-work/about-msd/strategies/pacific-strategy/index.html) describe how our future will be realised for Māori and Pacific peoples.

Te Pae Tawhiti Transformation Programme (the Programme) will help us achieve the shifts we want to make. The Programme will also position us to deliver the changes to the welfare system that the Government requires. Achieving our Te Pae Tawhiti vision will be a multi-year journey for MSD. To ensure we are responsive and can adapt to the wide range of changes, we are adopting an iterative, agile approach to the design and delivery of the Programme. We are currently working on detailed design, where we’ll be involving clients, staff, and a broad range of stakeholders.

This is a once in a generation change to the way MSD delivers services to New Zealanders, it’s our opportunity to set up MSD for the next 30 years. The programme will be a major undertaking, delivering significant benefits to over a million New Zealanders who access MSD support and services. This is an unrivalled opportunity to be involved in MSD’s journey.

### Overview of position

The Lead Advisor is responsible for the provision of high-level advice and support to the development of the plan and delivery for the Te Pae Tawhiti Kotahitanga Work Programme (the Programme).

Leading a focussed and dedicated team of Advisors and Senior Advisors, the Lead Advisor will be responsible for the delivery of expert advice, day-to-day management of team priorities, including overseeing and supervising team and individual workloads, and ensuring the efficient delivery of technical advice and support.

Along with strong influencing and leadership skills, this position requires a broad strategic understanding of the key issues facing the work programme, as well as excellent communication skills.

### Location

National Office, Wellington

### Reports to

Workstream leaders

## Key responsibilities

**Kotahitanga Work Programme Leadership**

* Lead the team’s approach to the visibility, transparency, and alignment of MSD objectives with the Transformation Programme through regular communications ensuring everyone involved has consistent information, including goals, status, progress, any obstacles, and changes.
* Ensure the programme delivers value to the Ministry incrementally by guiding and helping the use of Programme Increment Objectives.
* Drive the proactive identification and addressing of risks and issues that may impact on the business and recommend appropriate solutions which improve efficiency and effectiveness.
* Ensure the provision of strategic level advice on integration related activities on key initiatives as required such as the Future Service Model, business implementation of change, and so on.
* Ensure consistency across the programme through effective planning processes, to enable a ‘joined-up’ programme aligned to the broader Transformation Programme.
* Lead the reporting, analysis, and monitoring of the Programme.
* Ensure continuous improvement of Programme activities and reporting.
* Responsible for oversight and adoption of Programme tools.
* Provide support for the programme, including leading the programme management space.
* Responsible for development and maintenance of a workstream Business Continuity Plan.

**Programme Strategy**

* Provide leadership in promoting Agile and other agreed delivery practices across MSD, supporting the workstream with the required tools and resources.
* Ensure robust internal management reporting and related accountability processes.
* Establish processes, timelines and relationships to facilitate programme planning.
* Ensure the facilitation of financial management, risk and assurance and the programme governance and management approach.
* Develop relationships within the Programme to facilitate the planning processes.

**Relationship Management**

* Ensure you and your team build collaborative and constructive relationships, based on a no surprises approach.
* Build and maintain strong working relationships with Programme teams to establish their needs and provide integrated solutions on the management of their programmes.
* Build trusting and open relationship that ensure that you are the first port of call when someone needs support managing an issue.

**People Leadership**

* Manage and co-ordinate the day-to-day activities of the team.
* Undertake appropriate planning to ensure that the work of the team is sustainable over time.
* Ensure that service standards are met/exceeded.
* Provide team leadership and act as a role model for the Ministry’s mission, vision and values.
* Ensure that team members are well briefed and informed on relevant issues.
* Establish performance agreements and development plans for team members and undertake formal performance appraisals at least six-monthly, providing appropriate ongoing feedback and coaching support through regular catch ups.
* Encourage a high standard of presentation and professionalism.

**Risk Management**

* Actively identify and manage risks related to the Programme and workstream delivery
* Ensure that analysis, data and information supplied is accurate and verified.

## Embedding te ao Māori

* Embedding and building on Te Ao Māori within their leadership role.
* Create the conditions for Te Ao Māori and Te Tiriti o Waitangi in all decisions to ensure Te Pae Tata is delivered and embedded in your business group.

## Health, safety and security

* Understand and implement your manager accountabilities as outlined in the HSS Accountability Framework.
* Ensure health, safety, security and wellbeing policies and procedures are understood, followed and implemented by all employees.

## Emergency management and business continuity

* Take responsibility for emergency management and business continuity confirming management of the critical functions that satisfy legislative, regulatory and client obligations are in place during and after a disruptive event.
* Ensure that policies and procedures encompassing emergency management, business continuity and crisis management arrangements are understood, followed and implemented by employees.

## Know-how

* Extensive experience in managing programmes/projects with significant complexity with demonstrated capability regarding critical analysis and advice.
* Extensive experience in business and technology change implementation planning and delivery
* Significant experience in developing and maintaining high quality relationships with all parts of the business including senior management, programmes and projects and any third-party service providers.
* Extensive experience in providing advice and support to Senior Executives within the Public Sector.
* Organisational change experience essential.
* Agile, SaFE, Lean experience desirable but not essential.
* Proven experience of managing complex relationships, both internally and externally, with the ability to establish credibility at all levels
* Proven people management experience.
* Proven ability to work collaboratively and responsively in Public Sector settings.
* Proven project management experience, particularly in the management of multi-faceted, complex and multi-stakeholder projects.
* Ability to identify opportunities, risks and strengths, make recommendations and create strategies based on continuous improvement.
* Experience in the initiation, development and implementation of strategies/initiatives that align with organisational needs and long-term outcomes.
* Ability to make the linkages between work programme and other work ensuring alignment with wider policy and strategic initiatives.
* Can take complex ideas/concepts and identify/turn these into practical actions, including obtaining engagement, commitment and buy in from relevant stakeholders.
* Experience of prioritising in an often busy and complex environment and applying sound judgement when dealing with competing deadlines.
* Demonstrated ability to stand apart from the immediacy of situations and take a broad or long-term view, foreseeing opportunities and developing workable solutions to problems.
* Demonstrated strong strategy/business planning skills.

## Attributes

* Sound judgement and political sensitivity.
* Highly effective oral and written communication skills.
* Proven ability in performing a range of tasks under competing demands and delivering within quality parameters and timeframes.
* Demonstrated ability to manage relationships at all levels.
* Proven experience in identifying issues and risks and devising appropriate solutions.
* Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Proven leadership capability.

## Key relationships

### Internal

* Kotahitanga workstream
* Portfolio managers, owners and their teams
* MSD senior managers and staff
* Te Pae Tawhiti Workstream Leads and teams
* Strategy teams
* Policy teams
* Corporate groups including Finance, HR, IT, Risk and Assurance, Organisational Planning, Performance and Governance

### External

* Other Government agencies

## Other

### Delegations

* Financial – No
* Human Resources – Yes

### Direct reports Yes

### Security clearance No

### Children’s worker No

Limited ad hoc travel may be required