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| Lead 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 Lead Advisor will enable the Portfolio and Programme team to deliver against its expectations with a focus on one of the five core portfolios by maintaining a solid understanding of the pipeline of work and ensuring that requirements are well planned and articulated from customers. Lead Advisors will support the Manager to reach out to our internal stakeholders, acting as a conduit between our customers and SCM teams, and commission these teams to deliver the work that meets the needs and expectations of the respective portfolio.

Location

National Office

Reports to

Manager Portfolio and Programme

## Key responsibilities

**Portfolio and Programme**

* Support the Manager by establishing the allocated portfolio/s alongside the customer/s.
* Work as part of the team to support the Manager to manage the portfolio as a whole to understand the total pipeline of work and the resource implications.
* Work as part of the team to support the Manager by working with customers to ensure that they understand the inputs required by the portfolio to plan and manage the total pipeline.
* Work as part of the team to support the Manager by negotiating changes to the portfolio where there are competing priorities.
* Ensure appropriate artefacts are developed including in a support role where the artefact is not owned by the Lead Advisor but is a key dependency of the Lead Advisor.
* Build strong relationships with customers and across all functional teams to facilitate the smooth transition of work through the functional steps and in a way that maintains open transparent communication.
* Work as part of the team to support the Manager to ensure that work from the portfolio is planned as part of the all of MSD prioritisation planning process to ensure that shared services required are identified and obtained.
* Take ownership for the role of SCM as a whole by ensuring detailed planning remains current, well communicated and that any slippage in timeframes or other unexpected events are raised with the customer and Manager Portfolio and Programme in a timely manner to prevent flow on impacts to other portfolios.

**Advice and Support**

* Provide advice around the needs, issues, risks and dependencies as required to facilitate delivery of the portfolio.
* Identify and recommend changes to operational policies and or procedures that will assist in the achievement of services standards.
* Provide advice to the Manager around competing priorities and potential trade-offs where the resource available does not match the demand across all portfolios.

**Strategic Planning and Reporting**

* Contributing to the development of strategies, purchase plans and budgets for the portfolio.
* Ensuring information for reporting and data requests is received and or processed in an effective and timely way.
* Provide reporting on the portfolio as required by the Manager for the purposes of both operational and governance updates and decisions.

**Influencing**

* Influence the development, maintenance and continuous improvement of your portfolio.
* Influence across the wider team to ensure that the roles and functions of your team are well understood.
* Work collaboratively as part of the wider team to solve problems and identify opportunities.

**Risk Management**

* Identify and manage risks and issues for your assigned portfolio of work.
* Develop key strategies to manage issues and risks as they arise, anticipate new issues and risks, or change in status of risks, and plan for risk areas that cannot be avoided.
* Keep the Manger Portfolio and Programme informed of any issues and risks impacting on the Ministry’s reputation and advise on how these will be mitigated.

## Embedding Te Ao Māori

* Demonstrates commitment to the values of MSD and to implementation of the actions within Te Pae Tata.
* 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

* Relevant qualification or equivalent work experience.
* Previous experience in contract management or purchasing operations within a large organisation desirable.
* Proven experience in managing the implementation of projects and programmes, managing risks and business analysis.
* Demonstrate strong awareness and ability to operationalise legislative and policy decisions.
* Proven working experience with machinery of government processes, systems and tools.
* A good understanding of operational policy and the issues likely to impact on it.
* A proven record in establishing, building and maintaining effective and cohesive working relationships.
* An ability to set priorities and to achieve deadlines and project and programme outputs.
* Proven capability for critical thinking in the analysis of requirements and development of solutions.
* Computer literacy with relevant communications tools and applications, including the Microsoft Office Suite.

## Attributes

* Exceptional communication skills both verbal and written.
* Ability to develop and maintain effective working relationships at a including with senior members
* Able to work positively with the full range of people involved in the portfolio.
* Strong influencing skills.
* Strong understanding of the social sector and social sector commissioning.
* Proven experience of work across teams within a large Ministry.
* Ability to work at pace to achieve expectations for both planned and unplanned work, without reducing the quality of the work.

**Key relationships**

**Internal**

* Management across SCM, MCP and SD and Procurement
* Staff across SCM, MCP, SD, Procurement. Legal, Finance, Information Management and wider MSD
* Social Sector Commissioning Hub

**External**

* Key sector stakeholders
* Peak bodies
* Other government departments

## 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 2023