# Ministry of Social Development logo

# Principal Māori Data Governance Advisor

# Information, Security and Identity

## 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 Principal Māori Data Governance Advisor will establish and lead Poutiaki – our plan for engagement with technical data experts across iwi and Māori communities, forming networks and a spirit of collaboration with the Ministry to progress the development and operation of Tiaki, our Enterprise Information Governance framework.

The Principal Māori Data Governance Advisor is a dynamic and culturally astute Māori Data engagement specialist that will foster strong and enduring relationships with iwi and Māori communities, which ensures Tiaki is inclusive of Māori values, needs, and expectations.

This work also supports the Ministry to meet its strategic objectives and functional responsibilities, and its accountabilities for enabling the Ministry’s Te Pae Tawhiti Transformation Work Programme, and the Ministry’s Crown Māori Relationships. The role will play an important role in influencing and shaping how the Ministry supports Māori data needs and interests in a manner that is consistent with its obligations according to the Treaty of Waitangi.

### Location

National Office, Wellington

### Reports to

Director Information Strategy and Assurance

## Key responsibilities

### Iwi and Māori Engagement and Relationships

* Establish Te Ohu, the independent technical advisory group, through expert engagement with Iwi and Māori, creating a space for open dialogue, mutual respect, and collaborative prioritising and advice on Tiaki, the Ministry’s enterprise information governance framework.
* Nurture relationships with iwi and Māori data leaders, by communicating clearly and regularly about the Ministry's role, vision, and initiatives in relation to Māori data sovereignty and well-being.
* Seek feedback and input from iwi and Māori data leaders on how the Ministry can better support their data needs and interests and share relevant information and resources with them.
* Engage actively in iwi and Māori events, workshops, and forums, immersing yourself in the cultural context and building authentic relationships with key stakeholders.
* Learn from their experiences, insights, and aspirations, and ensure that the Ministry recognises and values their role, drivers, and activities to build their capabilities in data governance, management, and use.
* Act as the main specialist for Māori data interests within the Ministry, ensuring Māori perspectives are considered and valued across the enterprise

### Internal Relationship Management

* Establish, build, and maintain effective relationships with all key internal stakeholders including the DCE Offices, managers, and other subject matter experts across the Ministry to ensure a coordinated and effective approach to addressing Iwi and Māori data needs and aspirations.
* Provides strategic advice on Māori data needs and aspirations and how these could be realised to a range of stakeholders across MSD including those working in and with Te Pae Tawhiti.
* Engage with Māori Data Governance leaders in other Government Agencies, fostering collaboration, knowledge sharing, and collective action to advance Māori data sovereignty across the public sector.
* Maintain and utilise relationships across MSD to influence strategic change with regards to Māori data needs and interests and deliver on MSD Integrated Work Programme and Te Pae Tawhiti strategic objectives and technical enablers.
* Work with Māori Data Governance leaders in other Government Agencies as required.

### Strategic Advice

* Act as a subject matter expert regarding Māori data needs and interests, and how these intersect with emerging technologies, the cloud, jurisdictional risk, and privacy concerns.
* Provide professional advice and assurance to the Ministry’s Leadership Team, managers, and staff on Māori data needs and interests and how these intersect with the proposed transformation activities, products and services being developed and implemented by Te Pae Tawhiti Transformation Programme.
* Support the Human Rights and Ethics, Identity, and Treaty of Waitangi, Information Architecture and Governance as it pertains to the responsible use of information in MSD, as these relate to Māori data interests.
* Provides thought leadership, anticipates future issues, challenges the status quo, and explores ideas and opportunities that may lead to new and more innovative, creative, and effective Māori data solutions in response to those needs and aspirations expressed by Māori.

### Strategy and Planning

* Support the development and implementation of Māori data related strategies and plans to achieve the strategic and operational direction of Te Pae Tawhiti and the Information Group.
* Support the design of the Group’s future operating models, particularly regarding Māori data and interests.
* Monitor and evaluate the performance of the Information Portfolio’s deliverables, and report regularly on any opportunities and risks as these relate to Māori data needs and interests.
* Represent the General Manager Information, Security and Identity at forums, as requested, by way of gathering information, and/or presenting viewpoints on issues relevant to Māori data needs and interests.

### Issue and Risk Management

* Provide the Ministry with professional, quality, and timely advice on issues or risks related to Māori data needs and interests issues across MSD, including those that may arise in Te Pae Tawhiti programme initiatives.
* Provide guidance and advice to relevant business stakeholders to manage existing and emerging enterprise and operational Māori data and information risks and issues across MSD Information Management landscape including any that may pertain to Te Pae Tawhiti programme initiatives within MSD’s acceptable risk tolerances.
* Understand the limitations and constraints on the Crown and All of Government approaches to deliver on all of the hopes and aspirations of Maori with regards to their data needs and interests, while developing risk assessment and management approaches that still enable the Ministry to address some needs, even if this is at a practical level.

### Leadership

* Ensure all engagement activities are culturally appropriate and align with Māori principles and the Ministry’s Pae Tata Framework.
* Guide and support other teams within the Ministry on culturally appropriate and ethical engagement with Māori data, fostering a culture of respect and understanding.
* Lead and influence the development of understanding, knowledge and experience with Māori data sovereignty issues and responses across the Information Group primarily, but also across the wider Ministry.
* Develop and maintain a high standard of personal integrity in all matters and contribute to the maintenance of high performance within the Group.
* Model the behaviours and standards required by the Group’s leaders to be a high performing team.
* Communicate logically, articulately, and succinctly to ensure messages are understood.
* Foster positive and collaborative working relationships within the Group, and between the Group and business units across the Ministry.
* Utilise effective communication and influencing strategies to obtain required information, under tight deadlines, whilst providing relevant context and insights.

## 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

* A tertiary degree level qualification and 8-10 years of relevant experience, with at least 5 years in a senior advisory or leadership role.
* Proven record of successfully engaging with iwi and Māori communities on complex, strategic issues.
* Demonstrated expertise in Te Ao Māori, including deep understanding of tikanga, kawa, and Te Tiriti o Waitangi principles.
* Substantial professional working experience with indigenous data rights frameworks and best practice approaches
* Extensive experience in providing strategic advice to senior leadership on Māori data governance and its intersection with organisational strategy.
* Comprehensive knowledge of data governance principles, with specific expertise in Māori data sovereignty and indigenous data rights frameworks.
* Experience in developing and implementing enterprise-wide data governance strategies that incorporate Māori perspectives..
* Significant knowledge and understanding of the structure of relevant statutes, rules and regulations, and compliance obligations pertaining to the responsible use of information, including, but not limited to, the Privacy Act 2020, the Public Records Act 2005, Official Information Act 1982, the New Zealand Information Security Manual (NZISM) and Protective Security Requirements (PSR).
* Ability to continually develop and maintain specialist skills and knowledge in their chosen area of expertise as it pertains to information governance, risk and assurance practices.
* Working knowledge of the Ministry’s five-lines Model and how Information Governance is applied in large complex organisations.
* In depth knowledge and understanding of the machinery of government, and its supporting processes and practices.
* Proven ability to exercise sound judgement to identify, mitigate and escalate risk.
* Experience in coaching and mentoring with the ability to provide constructive feedback in an effective way and strong ability to influence others without authority.
* Proven ability to navigate effectively through ambiguity and negotiate with senior leadership to reach agreement and achieve identified targets within tight timeframes.
* Excellent negotiation skills, able to influence others to see own point of view, gains agreement from multiple parties and find compromise when necessary.
* Proven leadership experience and business acumen.
* A strong understanding of the strategic issues facing iwi and Māori communities, the Ministry, the wider Public Sector, and technical information professions.

## Attributes

* **Personal responsibility** – Accountable for own work. Makes timely decisions and commits to definite courses of action. Continuously learns from experiences and seeks out feedback and development opportunities. Functions effectively as a team member in a range of team contexts. Models personal leadership qualities.
* **Integrity** – Maintains confidences and trust and acts in an honest, ethical, and professional manner.
* **Making Connections** – Forms a range of effective and co-operative formal and informal connections which enable progress towards goals. Promotes and influences buy-in to Group and Ministry strategies, activities, and values internally and externally to improve leverage, build awareness and co-operation and contribute to achievement of goals.
* **Problem Solving** – Analyses problems, identifies core issues, investigates, evaluates, and integrates information. Applies an objective, logical reasoning process to a problem of work situation to develop a conclusion or recommendation. Generates appropriate solutions to solve problems or issues.
* **Communication** – Presents and expresses ideas effectively in a range of contexts and settings, adjusting style and language to the context and the message. Can recognise, interpret, and respond to messages and information given by others.
* **Results Orientation and Decision Quality** – Establishes a plan of action to move towards a desired future state and achievement of goals through identification of results to be achieved, application of effective project planning methodology, and measurement of successful implementation. Achievement of results in a time pressured environment.
* Knowledge Base – Possess, maintain, and acquire knowledge enabling full competence in the job.
* **Drive and resilience** – Sustains a high level of drive, shows enthusiasm and a positive attitude when coping with work pressures. Shows resilience in the face of challenges.
* **Planning and Organising** – Monitors and upholds high quality of service and products to customers. Identifies objectives and develops effective action plans to achieve them. Uses sound personal organisation disciplines, a methodical and systematic approach towards planning workloads. High-level of environmental and organisation awareness.
* **Teamwork** – Able and willing to work with others co-operatively and productively to achieve Group objectives. Encourages teamwork and promotes respect and understanding for differences in background and opinions, and work/life balance.
* **Commitment to, and effective use of, SAFE methodology.** Highly effective organisation and planning skills, with the ability to prioritise in a busy and complex environment.

## Key relationships

### Internal

* Deputy Chief Executives and their Offices
* Relevant business units within the Ministry
* Te Pae Tawhiti Programme Director and Team
* General Manager Information, Security and Identity
* General Manager Data Strategy Transformation
* Directors, Managers and Lead Advisers, Information Group
* Improvement, Systems and Technology
* Service Delivery
* MSD Insights
* Ministerial and Executive Services
* Legal Services
* Communications and Engagement

### External

* Iwi and Māori data governance experts
* Relevant government regulatory bodies
* Other relevant government agencies
* Suppliers and Partners

## 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:** July 2024