# Ministry of Social Development logo

# Principal Advisor

# Te Pae Tawhiti

## 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 harakeke  Kei 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 flaxbush  Where 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 the Ministry of Social Development’s (MSD) future role and how MSD can make a bigger and better difference for New Zealanders. Te Pae Tawhiti transformation programme (The Programme) will deliver services that are easier, more accessible and integrated across employment, housing, and income support with greater use of partnering. Achieving this vision will be a long-term journey for MSD.

### 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 development of this programme, and to delivering the initiatives and actions detailed within it. The programme has been grouped into timeframes called ‘Horizons.’

### Overview of position

The Principal Advisor works directly with the manager in a key advisory role providing high-level expertise on strategic, technical and analytical leadership for the Te Pae Tawhiti Programme.

The Principal Advisor will have a broad knowledge across all aspects of the Te Pae Tawhiti Programme and be able to provide strategic advice and guidance to the workstream leads and senior leaders to ensure they are able to make informed decisions for the programme.

They:

* Provide information, advice and develop key reports and papers on and for the Programme to support critical decision making.
* Provide leadership and support for specific initiatives and projects within the programme where needed
* Ensure strong connection between and integration with the Te Pae Tawhiti Programme, and other relevant programmes of work.

The Principal Advisor will champion the programme with their peer network and assist the manager to engage, inform, and embed messages and information on the programme both internally and externally.

Te Pae Tawhiti team is a mix of MSD resources, strategic partners, and trusted advisors. A collaborative approach with those in related functions across MSD is essential to support the success of Te Pae Tawhiti Programme and collectively build MSD’s visibility of the programme of work.

### Location

National Office, Aurora Centre, 56 The Terrace, Wellington

### Reports to

Programme Director, Te Pae Tawhiti or Business Case Architect and Lead, Te Pae Tawhiti

## Key responsibilities

### Leadership

* Subject matter expert and leader in a range of designated areas including specialist advice to the Programme Director, Business Case Architect and Lead, Workstream Leads, Portfolio Owners and Deputy Chief Executives (DCEs) responsible for the programme
* Participate in or lead significant programme initiatives, working groups, workshops, stakeholder groups, programme advisory groups, engagements with central agencies and interested parties
* Identify and lead the implementation of improvements across the programme to meet the needs of key stakeholders
* Build and maintain strong and effective working relationships at all levels of the organisation, utilising sound change management, influencing and persuasion approaches
* Utilise a highly collaborative approach in dealings across MSD but willing and able to provide ‘tough advice’ where required

### Strategic advice and support

* Provide specialist advice on briefings to support the manager and inform decision making processes based on a well-developed understanding of the public sector environment.
* Provide robust intellectual support to a range of designated areas
* Contribute to strategic management discussions and supporting issue resolution
* Provide accurate and timely documentation and reports
* Write professional, timely and well-crafted reports, memos and other documents as required
* Continuously reflect on the Programme’s work, identifying opportunities and driving improvements across all documentation and reports.

### Te Pae Tawhiti Programme

* Support the manager in providing timely advice and guidance to the Leadership Team and Governance Committees
* Provide advice to portfolio leaders and epic and workstream leads to assist with achieving the Programme’s expected outcomes
* Contribute to reporting to Governance Committees providing analysis to inform decision making, including risks, issues and emerging trends
* Provide ‘critical friend’ advice to the Programme Office and epic and workstream leads to support successful delivery of work products

## 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

* Significant experience working in a similar sized or larger programme, complex programme, or consulting role, ideally within the public service area
* Proven experience in analysing and presenting information suitable for a senior manager audience
* Demonstrated experience in performing a trusted advisor role to senior and mid-level management and peers, in particular providing unbiassed advice
* Demonstrated experience in managing relationships in a fast-paced and complex environment, with multiple stakeholders and priorities and the ability to remain calm and exercise sound judgement when under pressure
* Excellent verbal and writing skills with the ability to provide concise, well-constructed written reporting
* Expertise and experience in the use of programme and project methodologies, tools and principles within major projects and programmes
* Demonstrated understanding the strategic context of work programmes
* Experience working in projects involving both technology and process changes
* Strong planning and a structured approach to risk identification and management.
* Demonstrated ability to see the "big picture" and understand the strategic context of projects
* Proven decision-making experience and leadership demonstrated in co-ordinating and integrating project management documentation and information to governance boards

## Attributes

* Leadership and intellectual capability
* Organisation wide and strategic thinking
* Excellent analytical and problem-solving skills – able to gather all necessary information and produce thorough, objective and sound advice
* Exercises sound judgement and political sensitivity (high degree of political nous)
* Strong partnership builder, able to establish, build and maintain effective working relationships at all levels of an organisation
* Works collaboratively
* Excellent communication (both oral and written) skills
* Adapt to the needs of the audience, able to positively influence other to accept ideas
* Resilient
* Highly effective organisation and planning skills, with the ability to prioritise in a busy and complex environment
* Achievement of results in a time pressured environment
* Strong problem solving and decision-making skills
* Welcomes and value diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

## Key relationships

### Internal

* Programme Director, Te Pae Tawhiti Programme
* Business Case Architect and Lead, Te Pae Tawhiti
* Transformation Office Director
* Programme Office Team
* DCE Transformation and their office
* Te Pae Tawhiti Workstream Leads and teams
* Portfolio Owners and Managers
* Transformation Office team
* DCEs Strategy and Insights, and People and Capability
* Organisational Planning, Performance and Governance Group
* Governance Committees
* Other MSD staff and Managers

### External

* Service Providers and Third-Party Vendors
* Strategic Partners
* Central Agency staff (as required)

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required