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| **Position:** | **Kaitohu Tumuaki - Principal Advisor Whānau Ora** |
| **Te Puni:** | Mahi Haumi - Investment |
| **Reports to:** | Tumu Whakahaere - Whānau Ora Lead |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |
| **Date:** | May 2019 |

**ORGANISATIONAL STATEMENT**

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

* Create a solid platform of community-based relationship and engagement with whānau, hapu and iwi;
* Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
* Position government to be an enabler and a partner, empowering Māori choices; and
* To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

***Whānau Taurikura - Thriving Whānau****is our vision****.***

Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**TE PUNI STATEMENT**

The Purpose of the Investment Te Puni:

Te Puni Kōkiri investment opportunities have grown and may continue to grow in the future. Due to the growth in the portfolio of innovative, targeted investment initiatives, an Investment Te Puni has been established to ensure that Te Puni Kōkiri is strategic, agile and works to ensure that we are active in making things happen, accountable and can articulate what the results are for those investment decisions.

Te Puni Kōkiri oversees just over $200 million in initiatives fostered to support Māori development outcomes. Some of these funds are administered by Crown Entities, Statutory Entities, other organisations and Te Puni Kōkiri. This Te Puni requires a range of strategic and technical skills and capability to ensure it can deliver outcomes, outputs and results.

#### *Working in a networked and agile model*

We are committed to operating a networked, agile model to manage our investments. This means working across the boundaries of teams and Te Puni.

This will be particularly the case for the Investment Te Puni where the functional specialist teams of Investment Planning and Performance and Operational Policy and Design will be working across to support the subject matter teams. At any time, they may be supporting any one of the three Investment Leads, while still reporting to their ‘home’ manager who is responsible for ‘pay and rations’, functional advice and support and professional development.

To be successful the Investment Te Puni management team will work together to set priorities and allocating resources.

***Specific expectations*** will be agreed through the development of performance and development plans.

Job Description Approved

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**PURPOSE**

The Principal Advisor reports to the Whānau Ora Lead and will provide technical and analytical leadership on complex issues, where the development of new frameworks and approaches may be needed and for leading development of Whānau Ora operational policy, understanding the wider and long term implications, and engaging relevant stakeholders at an early stage.

The Principal Advisor will contribute to a range of activities across the Whānau Ora Commissioning Team and

have a thorough understanding of the strategic context in which the Ministry operates; understand the priorities and perspectives of Ministers, partner agencies and key external stakeholders; be fully aware of the Ministry’s political, external and historical drivers; and assist analysts to understand the ways in which day-to-day work contributes towards meeting high-level strategic objectives.

The Principal Advisor will work collaboratively and flexibly as the work arises.

**DIMENSIONS**

**Range of Influence**

The Principal Advisor is expected to possess high level technical knowledge and expertise relevant to specific investment areas and skills, and to lead investment initiatives within their area of expertise or skillset. Seen as experts in their field they are expected to use their knowledge to influence outcomes at the highest level across government and in communities.

**Leadership**

The Principal Advisor does not have line management responsibility but they are expected to coach and mentor staff and support professional development of investment staff within Te Puni Kōkiri. The Principal Advisor will also play an important role in increasing the capability of the Investment Te Puni by mentoring, coaching and imparting their knowledge to other staff.

**Financial**

The Principal Advisor, together with Managers, will manage project budgets and provide key advice to the budgeting process.

**Health and Safety**

Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

**SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

1. **Stakeholder Management**

* Manage and maintain stakeholder relationships with Commissioning Agencies
* Manage relationships with key internal partners, in particular the Executive Team, Legal and Finance partners

1. **Contracting & Contract Management**

* Support negotiation for contracts with Whānau Ora Commissioning Agencies (including for incentive payments)
* Monitor Whānau Ora Commissioning Agencies against their contractual requirements including reviewing and reporting on quarterly and annual reporting
* Provide analysis to a range of audiences (including Ministers and the Whānau Ora Partnership Group) regarding Commissioning Agency performance and outcomes for whānau
* Work with Legal and Finance to source contracts as required
* Work with Finance to manage annual appropriation and treatment of spending profile (including any underspends)
* Provide advice on contract management practice, including contracting for performance outcomes
* Contribute to the development and implementation of appropriate best practice contract management standards, methods, processes and systems

1. **Investment Planning**

* Provide quality assurance and guidance on annual investment plans for specific initiatives and across related initiatives
* Lead development of investment plans and advise on priorities for specific initiatives
* Provide technical advice and expertise on investment planning, analysis and performance measurement
* Support Manager Whānau Ora with programme coordination, stakeholder engagement planning, review of funding proposals, ministerial servicing and any Board/Advisory Group secretariat services.
* Monitoring and investment performance analysis
* If requested, be able advise on performance across the current investment portfolio
* Contribute to the design and refresh of investment initiatives from time to time
* Advise on the performance of current investment funds and programmes
* Benchmarking across comparable programmes to inform design and improvement
* Provide management information on key trends emerging from contracts to complement investment planning and initiative design
* Support the proposal administration process by undertaken due diligence activities and basic assessment of proposal completeness and fit with fund criteria
* Support development of performance measurement frameworks for initiatives

1. **Operational & Strategic policy**

* Contribute to policy advice regarding the Whānau Ora Policy Framework
* Provide expert technical advice regarding policy issues.
* Demonstrate flexibility, adaptability and strategic agility as the needs and priorities of the Ministry and the Minister change over time

1. **Data Management & Reporting**

* Data analysis and interpretation to provide robust measures of investment effectiveness
* Collect, collate, and analyse administrative and service delivery data, for use by various stakeholders
* Provide regular updates and monitoring reports on investments and results
* Consolidate information to ensure that national themes or a national perspective is presented relating to regional activity and issues for specific initiatives
* Lead and contribute to the preparation and reporting requirements of team and Ministry accountability and planning processes e.g., team business plans, output plans, development and delivery of Statement of Intent, quarterly reporting to the Minister.
* Contribute to the administration of statutory obligations and commitments, including implementation, monitoring, reporting and reviewing of specific policy recommendations in co-operation with relevant stakeholders.

1. **Ministerial servicing**

* Produce and contribute to a range of deliverables for the Minister for Whānau Ora, including briefings, aide memoires, Ministerial correspondence and other documents

1. **Other**

* Contribute to projects and engagements as required
* Contribute to any Whānau Ora related communications activity as required
* Demonstrate a commitment to your own continuing development
* Working alongside Managers in lifting the capability of the Ministry through playing a lead role in the development, implementation and maintenance of the Ministry’s specific regional partnerships development and implementation processes.
* Mentoring and supervising staff through the development process and supporting Managers in developing the regional partnerships knowledge capability of their teams.
* Providing technical and analytical leadership to staff and management.
* Demonstrate an enthusiasm and willingness to work across team and departmental boundaries and issues.
* Be aware of and apply all Te Puni Kōkiri Health and Safety policies and procedures

**KNOWLEDGE SKILLS AND EXPERIENCE**

**Qualifications**

* A degree in social public policy or significant experience in relevant public or private sector organisations.

**Experience**

* Commercial and financial expertise, Results Based Accountability experience and or expertise
* Contracting for outcomes experience
* Operational and strategic policy experience
* Highly developed conceptual and analytical skills and experience in developing and implementing workable solutions to ambiguous and complex problems.
* An understanding of social outcomes measurement and evaluation, actuarial analysis

**Skills**

* Highly developed communication skills both oral and written which enable the person involved to deal effectively with key stakeholder relationships and explain complex issues clearly to a range of audiences, including non-technical experts.
* Strong interpersonal skills and the ability to operate with a diverse and flexible team of staff including the ability to build, maintain and enhance strategic relationships within Te Puni Kōkiri, government departments and Commissioning Agencies
* The ability to mentor people within the organisation
* An understanding of social outcomes measurement and evaluation

**COMPETENCIES**

Our competency framework incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the knowledge and actions required for the role.

## *Role Specific Competencies*

Role specific competencies describe requirements specific to a role:

**Specialist Knowledge**

* Have specialist expert knowledge across your work programme(s).
* Have in-depth knowledge of any related legislation and workings of government in your specialist field and able to apply this understanding to policy advice and decision making.
* Know when and where to go to source critical knowledge and expertise when required.
* Share your knowledge within teams and across Te Puni Kōkiri.
* Facilitate and contribute to appropriate recording and storage of knowledge.
* Continually develop your knowledge or skill and encourage others to do the same.
* Have a broad understanding of the investment work undertaken across Te Puni Kōkiri.

**Planning/Project Management**

**Provide input to Ministry planning documents and link projects to Ministry outcomes**

* You need to provide high-quality contributions to external and internal planning documents such as quarterly and annual reports, team business plans, output plans, budget preparation, and development and delivery of the Statement of Intent.
* You should be able to draw linkages to the Ministry’s outcomes hierarchy and think through project outcomes within this framework.

**Contribute to larger projects**

* You may contribute to (rather than lead) projects of greater complexity, sensitivity, conflict and risk. This may include leading a project work stream assigned by a project manager.
* You will need to operate relatively independently within clear designated groups, with support from other staff and or managers.
* You will act within agreed bounds of projects while using initiative for definition and delivery of your own outputs.

**Manage small to medium contracts**

You need to:

* be able to plan, manage and report against small to medium contracts and budget components
* be fully aware of and understand the Ministry’s procurement processes and financial policies
* monitor and manage contractors’ performance against deliverables and ensure you meet the Ministry’s requirements.

As you become more experienced, you may lead expressions of interest and tender processes. You need to be able to use the Ministry’s contract management system and draft high-quality contracts in consultation with the Legal Team and/or other senior staff.

**Identify project priorities, risks and opportunities**

* Within your own work areas, you should be able to identify work priorities within projects, and the associated risks and opportunities.
* You will need to think several steps ahead and anticipate and adjust for problems or risks.

**Lead, plan and report on projects**

You will lead defined small scale projects using the Ministry’s project management methodology. You will lead, plan and report on projects – including multiparty (internal and external) projects. This includes the development of a project plan including resource requirements and performance measures.

You need to:

* accurately scope out the length and difficulty of tasks and projects
* identify resource requirements
* identify appropriate project governance arrangements
* measure performance and progress against goals. This includes keeping appropriate people informed of progress and issues/risks.

## *CORE Competencies*

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following are required for this role:

**Māori Perspective**

* Have some understanding of Māori values and knowledge including its origins
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of tikanga and are confident in situations where observed
* Apply a Māori paradigm to your work
* Work alongside Māori groups and take the time to earn their respect
* Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

**Leadership**

* Are committed to the kaupapa of the organisation and carry out work with professionalism
* Coach and mentor less experienced members of team
* Further the team’s goals
* Support other team members to complete tasks
* Take responsibility for being a team member
* Respond and adapt to any changing environment

**Relationship Management**

* Adhere to concepts such as whānaungatanga, whakapapa and manaakitanga when dealing with people
* Foster an environment where people work together with ease and understanding
* Focus on the organisation working as a team rather than separate business units
* Champion initiatives that achieve a positive outcome for stakeholders
* Proactively build positive working relationships with people at all levels within the public sector, private sector and Māoridom, with the intent of furthering the organisations’ strategy
* Ensure all stakeholders have their say and information is considered before decisions are made
* Approach tense or difficult situations with the objective of reaching win-win solutions

**Communicating Effectively**

* Can use Te Reo Māori in your work and communicate with Māori audiences adhering to tikanga and kawa
* Strategise the presentation of verbal and written information and deliver to the highest level of audience with clarity and confidence
* Are highly persuasive in situations where strong opposition or potential conflict exists
* Vary your communication style and draw upon examples or illustrations relevant to the audience
* Deliver unpopular information with diplomacy and tact
* Are aware of all nuances in written and verbal information delivered by others
* Use a consultative approach to decision making
* Consider who (individuals, teams and organisations) need to be aware of relevant information and ensure information is imparted

**Results Orientation**

* Understand business plans and advise on medium to long term improvement
* Plan work and significant projects identifying timeframes and priorities; organise and allocate resource; monitor work streams and report on progress
* Analyse complex situations by: breaking into constituent parts; recognise and assess likely causal factors; interpret the information available; look for connections, and devise effective solutions
* Use contemporary and traditional Māori knowledge to achieve results
* Actively consider risk involved in problems or issues and act to mitigate and/or advise appropriate others
* Define work in terms of results and pursue success with energy and drive
* Monitor conditions to anticipate the need to change

**Business Understanding**

* Understand the strategic alignment of Māori succeeding as Māori and have a vision of what that success looks like
* Develop organisation strategies and business objectives
* Have a detailed understanding of the organisation’s structure, the purpose of each group and how each contributes to the whole organisation
* Understand state sector inter-relationships and detailed workings of government
* Contribute to defining and furthering State Sector goals
* Have an in-depth understanding of the Treaty of Waitangi and its impact through the State Sector
* Understand the nuances of the political environment and consider them in decision making
* Use a detailed understanding of the nature of all stakeholders to inform the organisation’s strategy

**KEY RELATIONSHIPS**

INTERNAL

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| **Contact** | **Nature and Purpose of Relationship** |
| Chief Executive | Provision of high quality proactive advice regarding Whānau Ora Commissioning. |
| Deputy Chief Executive | Provision of high quality proactive advice regarding Whānau Ora Commissioning. |
| Manager, Whānau Ora Commissioning | Direct Report - Provision of high quality proactive advice regarding Whānau Ora Commissioning. |
| All Te Puni Kōkiri staff | Provision of high quality advice regarding Whānau Ora Commissioning. |

EXTERNAL

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| --- | --- |
| **Contact** | **Nature and Purpose of Relationship** |
| Office of the Minister for Whānau Ora | Directly brief and advise the Minister |
| Commissioning Agencies | Assist with managing the contractual relationship with Commissioning Agencies |
| State Sector Partners | Participate in cross agency programmes if required |

**DECISION MAKING AUTHORITY**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

**Human Resource Authority**

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| **Area of Delegation** | **Delegated Authority** |
| Recruitment | nil |
| Remuneration | nil |
| Development and performance | nil |
| Ending employment | nil |

**Financial Authority**

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| --- | --- |
| Delegation Level | NIL |
| Maximum Expenditure Limit | NIL |