

Pou Tohu o Te Pae Mātai | Adviser System Performance

Te Whakaaturanga Tūranga | Position Description



Ki te puāwai te ahurea, Ka ora te iwi | Culture is thriving, the people are well

He manatū iti, he mana whānui, he toronga whānui, he manawa nui anō hoki tēnei e karanga atu nei. Nau mai, tomo mai, kia rongō ai tāua i ngā tākirikiringa o te whatumanawa o tō tāua tuakiritanga ā-motu.

An invitation from a small ministry, with a broad mandate, a wide reach and a big heart. Come in, let us all get a sense of what speaks to the heart of our national identity.

As an Adviser within Manatū Taonga, you have an eye for detail, will have excellent organisational skills, and will be proficient in briefing, guidance and reporting. You enhance team and organisational performance in the way you engage within and across teams, and you demonstrate with ease, the values and behaviours that create a positive work environment.

Mō te ratonga tūmatanui | About the Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna 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 a 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.

Mō Te Aka | About Policy, Performance & Insights

Manatū Taonga is the government's principal advisor on the cultural system – we are the only ones who can provide advice on which decisions about the settings for our sector are made. Te Aka supports this role by being the group that provides policy and performance analysis and advice to the Government across the cultural system, backed up by the evidence and insights to support that advice.

Aronga mahi | Work focus

Reporting Line	You work in Te Aka Policy, Performance & Insights group, reporting to the Pou Arataki o Te Pae Mātai Manager System Performance
Direct Reports Accountability	Nil
Financial Accountability	Nil

Te whāinga me te putanga | Purpose and outcome

Our System Performance function delivers flexible, strategic, analytical and relational stewardship analysis and advice on the performance of the cultural system.

Crown entity monitoring is part of a wider system of monitoring the health of the cultural system and is a core function of the Ministry. Our Performance team engages with entities across our system as a “critical friend”, leading to sophisticated understanding of the efficiency and effectiveness of the system and all its parts through in-depth knowledge of the impacts of expenditure from appropriations.

The System Performance team takes a relational approach to monitoring - striking the appropriate balance between the Ministry’s legislative requirements to monitor the performance of Crown Entities, and a trust-based partnership model to achieve common outcomes.

The System Performance team sets clear expectations on roles and responsibilities, sharing context and developing a core understanding of an entity’s specific circumstances, understanding how outcomes can be achieved and designing a pathway to get there. The team takes a medium to longer term view on risk (and opportunity).

Additionally, through providing strategic advice on the appointment and removal of board members (including remuneration), the team plays a powerful and influential role in supporting Ministers’ priorities to strengthen leadership across the cultural system.

You ensure you are applying a Te Ao Māori lens to our mahi and seek to improve outcomes for Māori and support Māori-Crown relationships.

Te horopaki me ngā kawenga | Context and responsibilities

As part of the System Performance team, you play a role in supporting the design and delivery of monitoring functions that support the Chief Executive and senior leadership. This role helps ensure effective and efficient monitoring and governance processes within Manatū Taonga.

You support the System Performance team to deliver activities in Te Aka and across Manatū Taonga related to system governance, monitoring, and robustness of processes across entities monitored by Manatū Taonga.

You understand the Ministry's work with broader performance frameworks developed by Te Kawa Mataaho | Public Service Commission or the Office of the Auditor-General. You are aware of the *It Takes Three* principle-based framework for Crown entity monitoring. You understand parliamentary and public service accountability processes and are able to translate these for a broad range of actors across our system.

You are able to be nimble and flexible to enable our system stewardship role as a small Ministry managing a large Vote. You support connection across Ministry and system priorities, to ensure accuracy and integrity of our advice. You collaborate with others to identify and prioritise information for Ministers.

Your responsibilities include supporting programmes of work that translate Crown-funded entities' strategic goals and legislative purpose into practical requirements and actions, with associated performance expectations, to support them in delivery of public services for the cultural sector.

You will support the drafting a range of outputs on behalf of the Manager System Performance including:

- Briefings
- Regular reporting
- Sector guidance
- Planning outputs
- Project/programme management as needed
- Ad hoc analysis

You will play a key role in organising and coordinating the work of the System Performance team, liaising with senior team members to ensure deadlines and interdependencies are managed, ensuring the accountabilities of the team are met.

Ngā hononga | Relationships

You have strong engagement skills and can work confidently and in partnership alongside senior people from other cultural, heritage and media agencies, iwi, and partners.

You use these skills to solve problems and develop integrated policy solutions, to frame a position and persuade effectively. You can build strong relationships with potential delivery partners, inside and outside government, to test option viability, resolve problems and identify efficiencies.

Key relationships include:

- Managers (and their teams) across Manatū Taonga to connect on specific issues and to understand and contribute to discussions which may have monitoring and governance considerations and implications.
- The Chief Executive and their office, as well as Deputy Secretaries and their offices
- Te Hononga to understand the post Treaty settlement agreements in place for Manatū Taonga, which iwi we are engaging with and when, and the interdependencies across the work.

Ngā wheako me ngā tohu mātauranga | Experience and qualifications

In addition to the skill requirements outlined at the end of the position description, the following experience and qualifications are specifically required for this position:

- Experience in the processes of public sector policy development.
- Experience leading the development of advice on complex policy and/or regulatory issues and managing it through Cabinet and Parliamentary processes.
- Expertise in governance, monitoring, performance and planning.
- Navigating the complexity and ambiguity of political and sector environments.
- Ability to build and maintain diverse networks of relationships internally and across sectors, understanding what drives others.
- Subject matter expertise enabling you to do the work of this role, in a broad context.
- A tertiary qualification or equivalent experience

Ngā āheinga me ngā kawatau | Capabilities and expectations

Sometimes we may recruit for specific subject matter expertise or sector knowledge to ensure continuity of skills, knowledge, and credibility across Manatū Taonga in the public sector, culture and heritage sector, and te ao Māori. We may also recruit to encourage a diverse workforce that reflects New Zealand communities. Regardless of your area of focus, knowledge and background, the underlying skills, and capabilities you bring to Manatū Taonga at this level are comparable with other Advisers.

We focus on four key leadership capability areas. Below we have summarised what we expect from you, so that you contribute to the direction, stewardship, talent development and achievements of Manatū Taonga. It's not an exhaustive list.

Te Whakahaere o te Tuku | Delivery Management

We want you to do things like this:

1. Can be relied upon to consistently deliver routine work accurately, and independently
2. Understand the context of your work within the wider organisation
3. He hononga tangata: With support from others, know how to connect the New Zealand public and Māori culture in designing and developing work
4. Think about diverse communities when developing and shaping work
5. Confidently lead work, where you have greatest depth of knowledge, to a successful conclusion. Know when to ask questions or seek clarification
6. With support, successfully navigate through work that has some degree of ambiguity or requires problem resolution
7. Contribute to the wider team effort using your knowledge of process and risk to provide sound advice
8. Manage your workload and work-life balance, being flexible in your approach as you juggle priorities and competing demands for yourself and others

Te Whakahaere Parapara | Talent Management

We want you to do things like this:

1. Participate constructively in coaching and development Manatū Taonga provides. Take responsibility for identifying 'stretch' goals and for meeting agreed delivery and development commitments reflecting the values of Manatū Taonga.
2. He ngākau titikaha: Build confidence and capability in te reo, tikanga and the Treaty of Waitangi. Explore opportunities to practice with others in a safe environment.
3. Develop and improve your own performance standards, and work collaboratively with others to improve team performance
4. Contribute to a positive organisational culture, demonstrating our values and behaviours and encouraging flexible ways of working
5. Take every opportunity to learn, and be ready to learn from others
6. Be ready to adapt and take the initiative, stepping in if you see help is needed beyond your own area of work

Te Hautūtanga ā-Pūnaha | Systems Leadership

We want you to do things like this:

1. He hononga Tiriti: Understand how Manatū Taonga is engaging with our Treaty partners and why this is important. Work with others to apply this to your work.
2. Build and maintain connections with key people across the organisation, and build awareness of external networks

3. See how your work connects with and supports the wider organisation
4. Think about work from a system perspective. Initiate critique, discussion and generation of ideas about how work could be enhanced
5. Present work to broad internal audiences, framing a position clearly, understanding the user's perspective, and capturing feedback
6. Keep up with latest practices and developments in your field of work—use them, share them, and suggest adopting those that could improve the way we do things

Hautūtanga Rautaki | Strategic Leadership

We want you to do things like this:

1. Understand the strategic context for your work, the team's work, and more broadly across the organisation
2. Participate constructively in discussions about the team's plan in relation to the direction of Manatū Taonga
3. Be able to discuss credibly with internal audiences how your work is connected to the strategic direction
4. He hononga Tiriti: Understand how the evolving Māori–Crown relationship and the Crown's Treaty obligations inform and shape your advice
5. Contribute to the discussion about how we position ourselves to deliver to diverse New Zealand communities

Te āhua whaiaro | Personal character

Honest and courageous

Willing to be open and confident to share thoughts; sees the benefit in raising what may be perceived as difficult conversations

Curious

Show curiosity, flexibility, and openness in the way you approach your work

Self-aware and agile

Be aware of your strengths and weaknesses, looking for ways to improve skills and adapt approach; adapt well in a changing environment

Resilient

Show composure, grit, and a sense of perspective when the going gets tough; help others maintain optimism and focus

Ngā pūkenga – me matatau koe ki ēnei mea | Skills – what you must do well

- Communicate and engage well in person and in writing
- Pro-actively build and maintain effective working relationships
- Apply analytical 'know-how'
- Apply knowledge of te reo, tikanga and the Treaty of Waitangi, or have the willingness and commitment to learn
- Develop plans to implement pieces of work to a successful conclusion
- Use your judgement to prioritise work, think ahead and manage time effectively
- Be a self-starter who can operate independently as well as collaboratively

I have read and agree to the position description as detailed above.
