

Senior Adviser Data & AI

Manatū
Taonga

Ministry
for Culture
& Heritage

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 tākīrīkinga 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 a Senior you will contribute to setting the strategic direction and achieving longer-term outcomes for the group and provide leadership within the Group. With an eye for detail, you can see how things will play out, how messages will be received, and can advise how to clear the path for ease of implementation. You lead a work programme and take the initiative when you see a gap. 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. You give confident and honest advice to decision-makers

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 Group | About Group

Our name, Te Iho, is used to refer to this group as the heart, essence or inner core of Manatū Taonga given our work across the organisation. The group provides services across multiple disciplines, working with the other groups to ensure our people have the tools, resources and capabilities to deliver on our work programme. We provide Finance, People and Culture, Information Technology and Information Management, Communications and Engagement, Parliamentary and Ministerial Engagement, and Legal services to the organisation.

Aronga mahi | Work focus

Reporting Line	You work in Te Iho Corporate Services reporting to the Pou Arataki o Te Pae Hangarau Chief Information Officer
Direct Reports Accountability	Nil
Financial Accountability	Nil

Te whāinga me te putanga | Purpose and outcome

This role supports the organisation to better understand, manage, and use its data to support and improve key functions. It involves applying emerging technologies, including artificial intelligence (AI) and machine learning (ML), to enhance data analysis, leading to improved user experience in reporting, workflows, and other systems. The role contributes to compliance with privacy, security, data governance standards and complements the Information Management and Technology Services (IMTS) team. The role integrates AI/ML into business applications and helps educate and influence teams and networks on the use of these technologies.

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

- Lead the design, build and maintenance of enterprise level data solutions that improve system performance and support efficient workflows. This includes advising on system support options and considering long-term maintenance needs.
- Contribute to the organisational AI strategy and drive the integration of AI/ML into existing systems by influencing Ministry wide initiatives, leveraging data analytics, data engineering and AI/ML capabilities.
- Establish and champion best practice frameworks for ethical development and implementation of new AI/ML technologies.
- Manage the development of reporting solutions, including dashboards, ministerial papers and responses to official information requests.
- Use technical skills to identify trends, issues, risks and to develop forecasts and scenarios.
- Promote data literacy and the effective, responsible use of emerging technologies.

Ngā hononga | Relationships

Internal

You will work with colleagues and teams across Manatū Taonga to understand their processes and their reporting requirements.

You will work most closely with:

- IMTS to meet government security, privacy and data requirements.
- Legal and People & Culture teams to align reporting processes to legal and Public Service requirements
- Finance, to produce status reporting on budgets, forecasts, and remaining funding balances
- Performance and Insights team to support and collaborate on data analysis and reporting

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:

- Demonstrated proficiency in Structured Query Language (SQL) and Python, particularly using SQL Server Management Studio (SSMS).
- Proficiency in using TypeScript, JavaScript and scripting tools such as PowerShell.
- Extensive experience designing and managing Application Programming Interface (API) integrations and common Extract, Transform, Load (ETL) procedures.
- Proven ability using tools within the Microsoft Office 365 Power Platform and with Microsoft Azure Data Foundry and agentic workflows, including API interactions with large language models (LLMs).
- Exceptional relationship management, strategic influence and analytical skills, with a proven track record of leading cross functional collaboration, engaging diverse stakeholders and networks and understanding what drives others.
- Excellent communication skills, including experience briefing and influencing senior leaders, with the ability to explain complex data and AI/ML concepts in plain language to end users.
- Proven ability in managing privacy, security, confidentiality and governance in complex data environments.
- An understanding of Mātauranga Māori & Indigenous Data Sovereignty principals.

- 4-5 years' experience and proven subject matter expertise enabling you to do the work of this role.
- A tertiary qualification in data science, computer science, or a related field, or equivalent work 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 Senior 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. Be that self-managing person who reliably seeks solutions and gets things done, knowing when to check in with your manager
2. Connect your work with others' work across Manatū Taonga and beyond, seeking opportunities to enhance what you or they do
3. He hononga tangata: Connect the New Zealand public, diverse communities, and Māori culture in designing and developing work
4. Develop evidence-based options, risks and recommendations and thorough implementation plans that delivers on what has been agreed
5. 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. Build talent across the organisation using a coaching approach. Encourage people to share knowledge and make the most of their strengths, respecting what

each person brings to Manatū Taonga, and supporting a diverse and inclusive workplace

2. He ngākau titikaha: Build confidence and capability in te reo, tikanga and the Treaty of Waitangi, encouraging others to do the same
3. Contribute to a positive organisational culture, demonstrating our values and behaviours and encouraging flexible ways of working
4. 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: Lead the engagement with our Treaty partners in a way that responds to interests of Māori communities and the Crown, and that delivers improved outcomes for them
2. Build and maintain connections with key people and organisations, extending our networks to diverse communities to enrich our work
3. Maintain and build supporting systems and processes that strengthen our relationships, ensuring what we develop is well informed, sustainable and collaborative
4. Present work to internal or external audiences, framing a position clearly and persuading effectively (in person or in writing), while acknowledging different perspectives and being prepared to find a collective middle ground
5. Represent the priorities of Manatū Taonga well, using all opportunities to strengthen messages the government and Ministry wants to convey
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. Contribute to developing strategy, speaking up about challenges and opportunities you've identified in your work
2. Understand the strategic context for your work
3. He hononga Tiriti: Understand how the evolving Māori–Crown relationship and the Crown's Treaty obligations inform and shape your advice
4. Reflect the strategic intent in your work to make it real, and connect it to the work of others you work with

5. Discuss strategic context credibly with stakeholders and your team

Te āhua whaiaro | Personal character

Honest and courageous

Provide confident and honest advice to advance the longer-term best interests of all New Zealanders

Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives

Self-aware and agile

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people; to 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 credibly in person and in writing
- Analyse information, contextualise and position work accordingly
- Coach and support colleagues, imparting knowledge in a way that ensures a positive work environment
- Apply knowledge of te reo, tikanga and the Treaty of Waitangi, or have the willingness and commitment to learn
- Develop detailed plans, leading and implementing pieces of work to a successful conclusion
- Use your judgement to prioritise work and manage time effectively
- Self-starter who can operate independently as well as collaboratively

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