

Adviser - Portfolio Coordinators

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 rongo ai tāua i ngā tākiritanga 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.

You are confident delivering routine work within a well-defined area of work. With a growing depth of knowledge, you lead some pieces of work, being sure to follow established processes and approaches that keep the organisation safe. You enhance team and organisational performance by engaging well with others, working at pace, bringing fresh ideas about how work is done, and taking on greater responsibility as your knowledge grows.

Mō te ratonga tūmatanui | About the Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whitake 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.

Aronga mahi | Work focus

Reporting Line	You work in Te Hua Delivery & Investment Group reporting to the Director Portfolio Delivery
Direct Reports Accountability	Nil
Financial Accountability	Nil

Te whāinga me te putanga | Purpose and outcome

The Adviser - Portfolio Coordinator ensures that the delivery of multiple projects run smoothly through providing key documentation, reporting, accountability and providing surge support when required to ensure effective delivery.

You also 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

You'll provide coordination and administrative support to the Memorials Delivery team across multiple projects. Your ability to prioritise effectively and juggle competing tasks is highly valued and essential to the team's success.

You'll be managing logistics (including travel bookings), general accounts, and secretariat support for governance and project steering groups. You'll also play a big part in stakeholder engagement and public events.

You coordinate documentation and draft responses for Official Information Act (OIA) requests, regular consistent reporting and other enquires, focusing on proactive communications

You provide support and coordinate project activities across a number of projects, while ensuring alignment with project goals and timelines, including appropriate record management and providing accountability mechanisms.

You are responsible for all back-office logistics including travel bookings and general accounts. You may also provide logistics and support for public engagements.

You work with the Senior Adviser Communications and Engagement to coordinate proactive release of information and manage external communications through inboxes.

This role also fulfils secretariat responsibilities, as required for governance arrangements. This includes assisting with the preparation of the monthly governance reports, organising meetings, distributing papers, recording minutes and actions.

Ngā hononga | Relationships

You work closely with all members of the Memorials Portfolio Delivery team.

You collaborate with other areas of the Ministry and work closely with legal, finance and the ministerial services functions.

This role requires the ability to work with members of the public affected by national events. This can be sensitive work, which requires the resilience, compassion, and confidence to navigate these relationships in a way that supports all parties.

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 experience performing project coordination duties
- Proven ability to develop trust and credibility with others
- Strong written and verbal communication skills
- Excellent organisational and document management skills, with intermediate to advanced skills proficiency in Microsoft Word and Excel
- A collaborative, adaptable mindset and the ability to manage multiple priorities
- High attention to detail and a proactive approach to problem-solving
- Understanding of the public service and machinery of government is desirable
- Ability to build and maintain diverse networks of relationships internally and across sectors

Te tū angitu i roto i tēnei tūranga | Being successful in this role

You are able to manage a significant volume of routine work, and because it is second nature to you, you work at pace. Your detailed knowledge of foundational processes and approaches is solid, your advice is sound, and you are able to confidently draw on previous experiences to progress familiar work scenarios. You seek opportunities to learn new things and, with guidance, successfully deliver work which is both unfamiliar and a stretch.

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 others at similar level.

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:

7. 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.
8. Build and maintain connections with key people across the organisation, and build awareness of external networks
9. See how your work connects with and supports the wider organisation
10. Think about work from a system perspective. Initiate critique, discussion and generation of ideas about how work could be enhanced
11. Present work to broad internal audiences, framing a position clearly, understanding the user's perspective, and capturing feedback
12. 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.