

Pou Tohu Matua Pūmahara | Senior Adviser Memorials

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 a Senior you will contribute to setting the strategic direction and achieving longer-term outcomes 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 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

This role supports the Memorials Delivery team on all matters relating to the establishment and development of national monuments and other major construction projects. You will contribute to and lead complex work to a successful conclusion, for example the design and construction of national memorials.

You contribute at a high level in oversight of the work of the team, in the development of operational policy, to exercise initiative and provide leadership to less experienced staff. As a Senior Adviser you will contribute to setting the strategic direction and achieving longer-term outcomes for Te Hua and provide leadership within the Group.

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

In this role you are responsible for developing and maintaining the programme of work that ensures National Memorials are developed and maintained to a high standard.

Your sound understanding and ability to apply relevant legislation (e.g. Heritage New Zealand Pouhere Taonga Act, Building Act and Resource Management Act) standards and relevant built heritage policies ensures that the Ministry is meeting its requirements.

Using your well-established project management skills, working with the team and the Director Portfolio Delivery, you will oversee projects needing significant funding e.g. major renovation projects; planning and provision of memorials ensuring projects are completed within budget and timeframes and meet all the required compliance.

You work extensively with contractors, engineers, quantity surveyors and architects during the construction and maintenance of memorials. This requires you to lead procurement and tendering processes, negotiate contracts, manage funding, maintain an oversight of the work, and manage risks.

You can easily navigate government systems and processes and use your polished writing skills to prepare and peer review reports, briefing and Cabinet papers, and official correspondence.

Ngā hononga | Relationships

This is a critical relationship management role which requires significant sensitivity. Your ability to build and maintain relationships will have a significant impact on achieving the outcomes.

This role requires the ability to work closely with members of the public affected by tragic events for which a memorial is proposed. This is very sensitive work, which requires the resilience, compassion, and confidence to navigate these relationships in a way that supports all parties, in ways that work for them.

The range of stakeholders with an interest in memorials means working with a wide variety of central and local government agencies, iwi, defence forces, community groups and families. By knowing who these stakeholders are and their interests, you will build strong relationships and know when to seek support and guidance from your manager and others to maintain those relationships.

Understanding of tikanga and how to operate confidently in complex settings is required. You will be supported by the wider ministry to navigate external relationships with interested communities.

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

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:

- Understanding of relevant legislation and machinery of government
- Proven strong interpersonal and communication skills to engage and maintain relationships with a number of stakeholders, including technical experts
- Excellent writing and editing skills
- Experience working with iwi, Māori and other New Zealand communities
- An understanding of and commitment to the principles of te Tiriti o Waitangi - Treaty of Waitangi and how those may be applied to the work this role is accountable for
- Highly developed research, analytical and record keeping skills, including an aptitude for financial analysis and budget management
- Well established project and contract management experience
- Ability to build and maintain diverse networks of relationships internally and across sectors, understanding what drives others
- Experience working independently and driving project timelines
- The ability to adapt to changing priorities and to multitask
- A tertiary qualification and/or relevant experience
- 4-5 years relevant 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.
