

Pou Tohu o Te Pae Kaupapa | Adviser Operational Policy

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.

Advisers 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 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 public service in our work.

Aronga mahi | Work focus

Reporting Line	You work in Te Hua Delivery & Investment group, reporting to the Pou Arataki o Te Pae Kaupapa Manager Operational Policy.
Direct Reports Accountability	Nil
Financial Accountability	Nil

Te whāinga me te putanga | Purpose and outcome

As an Adviser Operational Policy, your role encompasses a wide spectrum of responsibilities crucial for the effective functioning of our funding activities, delivery of some of our legislative responsibilities and the development of operational policies

You serve as a vital link between Manatū Taonga and prospective clients, and stakeholders, providing advice and guidance. Your role is multifaceted, requiring a deep understanding of legislative administration, investment procedures, and a keen awareness of operational policies. 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

You will play a pivotal role in helping Senior Advisers to develop operational policies. Your expertise will be instrumental in crafting clear and concise operational guidance for policy implementation. You will contribute to projects by providing comprehensive reporting, identifying risks, and offering insightful analysis on the operational implications of new policies and initiatives.

You will support the management and administration of legislation we administer, including compliance monitoring and enforcement of legislated or regulated policies that are not administered by sector entities. You can navigate a wide spectrum of inquiries and requests, ranging from straightforward to intricate situations that may not have been envisioned when the legislation was initially developed.

Utilising critical thinking skills and technical expertise, you will support the administration of our contestable funds and investment programmes, advise a portfolio of applicants and funded entities, monitor outcomes, identify risks effectively, and escalate as appropriate.

You ensure Manatū Taonga delivers high quality services and advice to stakeholders and manages relationships well. You draft timely and high-quality responses to Ministerial and leadership requests.

Ngā hononga | Relationships

You will work with other parts of Manatū Taonga, with guidance and support from your team and develop positive working relationships internally and externally.

You engage with people and organisations from all walks of life who contact the Ministry about the legislation we administer and for funding advice from the funds and investment Rachel managed by Manatū Taonga. You work and communicate with ease across diverse New Zealand communities.

You support the Senior Advisers with many aspects of the work programme. This will include working with the policy team to create connections with operational groups and gain an understanding of operational imperatives and issues.

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 documenting outcomes of decision-making groups, capturing the nuances of conversations so that information can be conveyed to customers and approval documents are accurate
- Experience providing advice and analysis in the public sector is advantageous
- Knowledge of Machinery of Government
- Financial literacy and ability to interpret financial information to support sound, compliant decisions
- Excellent communication skills both written and verbal
- Demonstratable experience in building effective and enduring relationships internally and across sectors
- 2+ years relevant or equivalent experience
- A tertiary qualification or relevant work experience.

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

You can 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 can 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 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:

7. Understand the strategic context for your work, the team's work, and more broadly across the organisation
8. Participate constructively in discussions about the team's plan in relation to the direction of Manatū Taonga.
9. Be able to discuss credibly with internal audiences how your work is connected to the strategic direction
10. He hononga Tiriti: Understand how the evolving Māori–Crown relationship and the Crown's Treaty obligations inform and shape your advice
11. 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.
