

Pou Tohu Matua Kaupapa Here | Senior Adviser 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 rongo 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 Adviser in Manatū Taonga, you lead advice to progress strategy to delivery. 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 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 hāpori, 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 adviser on the cultural system, including arts, culture, heritage, media, and sport and recreation.

We are uniquely positioned to provide advice on which decisions about the settings for our sectors are made. Te Aka supports this role by providing evidence-based policy and performance analysis and advice to the Government on the cultural system.

Aronga mahi | Work focus

Reporting Line	You work in Te Aka Policy, Performance & Insights group, reporting to Manager Policy
Direct Reports Accountability	Nil
Financial Accountability	Nil

Te whāinga me te putanga | Purpose and outcome

The quality of the Ministry's analysis and advice impacts the lives, work and businesses of New Zealanders across our cultural system.

Much of our policy work is inter-connected and supports multiple outcomes – the role of the news media system in supporting New Zealand's culture and heritage to remain accessible and visible; how promoting active participation in sport and cultural activities supports healthy and connected communities or enabling creative businesses and high-performance athletes to thrive on the world stage, for example.

Our analysis and advice extends beyond the cultural system, and needs to influence social, economic, and environmental policies across the wider public service. The role of Te Aka extends to providing critical 'second opinion' advice into other government policy decisions.

You ensure the Ministry's policy advice considers whole-of-system impacts, whether the work is focused on regulatory, legislative or policy change. A critical aspect of your role is to ensure that policy complies with statutory requirements and responsibilities, including the Treaty of Waitangi and Treaty settlement commitments.

You ensure you are applying a Te Ao Māori lens, and policy development seeks to improve outcomes for Māori and support Māori Crown relationships.

Te horopaki me ngā kawenga | Context and responsibilities

As a Senior Adviser Policy, you will build the trust of Ministers and other decision-makers by being responsive and aware of political priorities and provide sound advice through your knowledge of policy issues and the current policy and regulatory settings. You will contribute to activities related to setting vision, strategic direction, and achieving longer-term outcomes. You enable Manatū Taonga to provide high-quality and credible policy advice to our Ministers.

You will work on a range of cultural policy areas, including improving through reform of regulations and incentives. You will draw on your knowledge, analysis and writing skills to advise Ministers on policy issues including advice on a resilient and sustainable cultural system.

Working independently or as part of a team, you research and gather evidence, analyse the issues, synthesise information, develop a range of policy options, prepare

advice and recommendations, present to Ministers, and see advice through to implementation (including any legislative processes).

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. You can use strategic thinking to identify what is important for the policy area in the medium and long term and system thinking to see policy issues in the wider context.

Ngā hononga | Relationships

You work confidently alongside senior people from other agencies, iwi and Māori, and culture sector networks and stakeholders to solve problems and develop integrated policy solutions. This draws on your ability to frame a position and persuade and influence effectively.

You work closely with managers and staff to ensure the impacts of implementation are considered as policy is developed.

You work closely with other teams in Manatū Taonga to gain insight on the sector, improve policy development and support Crown-funded cultural agencies.

Ngā wheako me ngā tohu mātauranga | Experience and qualifications

To be successful in this role, you will demonstrate the following attributes:

- Experience leading and contributing to the development of multiple pieces of policy work, on a range of topics and including guiding policy and regulatory changes through the legislative and Cabinet processes within agreed timeframes.
- Experience in engagement with delivery agencies, stakeholders, and government agencies to ensure the advice provided is practical and effective.
- Able to provide clear, accurate and well-reasoned policy products that anticipate and meet the needs of the Minister and communicate complex issues and concepts clearly and succinctly.
- Solid understanding of the complexity and ambiguity of political and sector environments and identifying and taking account of the potential impact of policy on the wider system in order to lead and contribute to robust policy development.
- Understanding of Te Tiriti o Waitangi principles and application of these in public policy and partnership with Māori.
- Experience in coaching and mentoring other staff through the policy process, and applying your policy nous to cross-group activities that contribute to strategic priorities.

- Experience applying a range of qualitative and quantitative frameworks, tools and approaches, which result in the development of policy aligned with best practice.
- Ability to build and maintain diverse networks of relationships internally and across sectors, understanding what drives others.
- Experience drafting ministerial correspondence and preparing responses to ministerial and parliamentary questions that meet quality standards and are produced within agreed timeframes.
- Some experience working with Ministers and their offices, select committees, officials working groups, and/or senior departmental representatives.
- A tertiary qualification or relevant 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

- 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.