

Senior Advisor Māori Partnership & Engagement | Kaitohutohu Matua – Kōtuitanga & Te Tuituinga, Māori

Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga 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 o 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-



Crown relationship.

Role Purpose | Mō te tūnga

The Senior Advisor is responsible for ensuring quality and consistency of advice and practice in relation to their work and to the broader team and SEMPO (Strategic Engagement, Māori Partnerships and Outcome work. They will take a lead in prioritising and preparing requests for advice and information. This role reports to the Senior Manager - Māori Partnerships and Engagement and is located in the Wellington office.

Your role provides strategic and operational assistance to the work programme, facilitating the effective achievement of both internal and external deliverables within the Māori Partnerships and Engagements team. Additionally, you take the lead in planning coordinating and overseeing events, such as relationship agreement signings, workshops, wānanga and hui and provide high quality advice and support. Your objective is to ensure the seamless and efficient fulfilment of event prerequisites in collaboration with both internal and external partners. As an enabler, with a close eye for detail; you will be the glue that keeps everything operating smoothly.

The successful applicant will have the ability to bring a clear focus on delivering for and with Iwi Māori and understanding of Te Ao Māori to the role.

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
Support and monitor the delivery of the Partnerships and Engagement Work programme.	<ul style="list-style-type: none"> • Work programme development and oversight support including co-ordination of work streams, projects, manage interdependencies; contribute to maintaining overall integrity and coherence of the programme • Monitor progress against programme deliverables and work closely with Senior Manager to proactively anticipate and manage risks, escalate issues as appropriate. • Co-ordination/delivery of high-quality reporting including weekly Ministerial reports; quarterly and annual reporting • Design, implement, utilise, and monitor systems (where required) that support and improve workflows. • Provide advice, collect and share information to team members to support the delivery. • Contribute to annual planning and strategic direction setting and regularly review team prioritisation • Understand and articulate iwi and other Māori partners need for statistics and data and relate these back to the team’s work programme. • Comprehend the scope of internal and external engagement activities of the team, recognise interrelationships, challenges, and prospects, and correlate these findings with the work program. • Develop and maintain a current understanding of priorities and business needs of other teams and business units, (e.g. Māori Data Capability Team) including sharing resources and generally supporting others.
Māori Partnerships & Engagement can work at their optimum	<ul style="list-style-type: none"> • Lead the development and co-ordination of engagement and event plans that include milestones, timelines and considers



<p>engaging with Māori, Iwi and Hapū in a mana-enhancing way.</p>	<p>consultation processes, partners, risk analysis, measurement, budget, health and safety, and resourcing requirements.</p> <ul style="list-style-type: none"> • Support the engagement with Māori, Iwi and hapū by leading, responding and/or facilitating when required. • Work closely with team members and other relevant teams (e.g., OCE, Communications/Media, MDC) to ensure inputs into iwi and Māori event activity and planning are coordinated to meet timelines • Establish and employ effective communication mechanisms, involving internal and external partners consistently throughout the planning and execution stages of events. This encompasses creating Aide Memoirs, preparing Ministerial briefings, and other forms of communication to assist in event readiness. • Build and maintain effective relationships and strong networks with internal stakeholders, as well as external Māori partners as appropriate to the role. • Conduct post-event assessments that integrate insights gained, enabling iterative enhancements to future planning based on lessons learnt
<p>Providing high quality advice and support</p>	<ul style="list-style-type: none"> • Work collaboratively and effectively with others, particularly those with cross-cutting areas of work • Leading and receiving requests for advice and information, often for the Deputy Chief Executive and Office of the Chief Executive. • Leading the preparation of Ministerial briefings, Cabinet papers, advice, correspondence, OIAs and other information requests as required • Prioritising, coordinating and preparing requests for advice and information, including for a range of committees and boards that Strategic Engagement, Māori Partnerships and Outcomes report to. • Contributing to annual planning and strategic direction setting. • Ensuring quality and consistency of advice. • Providing quality assurance and peer support to colleagues within the System Leadership, Strategic Engagement & Māori Partnerships business group. • Developing and maintaining internal and external relationships as needed to support preparation of effective advice and information
<p>Support service delivery of the team.</p>	<ul style="list-style-type: none"> • Identifying and implementing continuous improvements within your sphere of influence • Promote and represent the teams internal and external engagement work programme to ensure the benefits of these collaborations are communicated and shared effectively. • Manage records and documents across the team including developing and maintaining version control practices for the team on all core documents • Contribute to Ministerial briefings, Executive Leadership Team and Core Leadership Team papers • Support/lead engagement activity of the team as required, including the coordination of outcomes from the relationships.



Health, safety, and wellbeing	<ul style="list-style-type: none"> Follow safe working practices and Stats NZ Tatauranga Aotearoa guidelines and using Stats NZ Tatauranga Aotearoa tools to ensure you reduce potential risks to yourself and others. Be familiar with Stats NZ Tatauranga Aotearoa's Hazard Management Plan and understand your responsibilities when mitigating risk. Take personal responsibility for your own health, safety, and wellbeing by being vigilant and assessing risk when on the job or interacting with members of the public. Report all health and safety incidents, near-miss incidents, and hazards in a timely manner and in appropriate ways.
Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.	<ul style="list-style-type: none"> Actively supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa building and building knowledge in te ao Māori, te reo Māori and tikanga.
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020.	<ul style="list-style-type: none"> Support initiatives from Te Kawa Mataaho - Public Service Commission Engage with and participate in the following: Papa Pounamu, Māori Crown Relations, Te Tiriti o Waitangi, and the Public Service Act 2020.

Key Relationships | Whakawhanaunga

Internal

- DSGE/DCE Strategic Engagement Māori Partnership and Data Capability
- Pouwhakahaere General Manager, Strategic Engagement Māori Partnerships and Outcomes (SEMPO)
- Māori Outcomes team
- Community Engagement and Insights team
- Te Amo Kapua (Tiriti Learning Capability team)
- Marketing, Communications and Engagement
- Data System Leadership business unit (e.g. Data Capability and Collaborations Team)
- Office of the Government Statistician/Chief Executive
- Senior people leaders and technical leaders

External

- Treaty partners – Iwi, Māori and Hapū
- Relevant leads in other government agencies

Person specification | Ngā āhuatanga e hiahiatia ana e mātou |

Core requirements

- Have a relevant tertiary qualification and/ or equivalent relevant experience for this role
- A working knowledge and understanding of te reo me ona tikanga Māori is desirable, and comfortableness engaging in Māori communities and settings is required.
- Experience implementing continuous improvement initiatives.
- Strong attention to detail and organisation skills
- A broad knowledge of the machinery of government and working in the public sector
- Excellent verbal and written communication; demonstrated ability to write to a high standard (clear, accurate, concise, appropriate to the audience).
- Intermediate to advanced project management skills



- Work programme development, evaluation and monitoring expertise
- Ability to work under pressure and adapt to changing circumstances
- An understanding of statistics and an awareness of the business of Stats NZ is an advantage

Te ao Māori and Te Tiriti o Waitangi

- Fosters and actively promotes an environment of cultural awareness, diversity and te ao Māori perspectives
- Understands, applies, and manages compliance by others with Stats NZ Tatauranga Aotearoa's information and data governance standards and protocols.
- Understands Te Tiriti o Waitangi's relevance to own role as a public servant. Seeks opportunities to better meet the information needs of Māori. Actively applies knowledge of te reo Māori and tikanga and build knowledge of te ao Māori. Supports initiatives to increase responsiveness to Māori.
- Understanding of Te Tiriti o Waitangi from a Tangata Tiriti perspective and responsibilities. Have the experience and skills to engage with Māori including the Māori perspective in their work and workplace.

Willingness to develop your

- Experience of working with Māori, iwi, hapū and other Tiriti partners
- Understanding of mātauranga Māori and te ao Māori
- Understanding and application of tikanga and Te Tiriti in a work setting
- Knowledge of iwi and Māori culture and social structures
- Understanding of implementing Te Tiriti-centred approaches and partnering models+

Desirable

- Have competency or fluency in Te Reo Māori or possess a willingness to develop your knowledge.

