# Ministry of Social Development logo

# Advisor Governance, Te Pae Tawhiti

# Business Integration

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

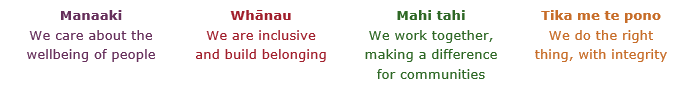
## Our commitment to Māori

As a **Te Trite o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

|  |  |
| --- | --- |
| Unuhia te rito o te harakeke  Kei hea te kōmako e kō?  Whakatairangitia, rere ki uta, rere ki tai;  Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush  Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly;  If you were to ask me,  What is the most important thing in the world?  I will tell you,  It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

Te Pae Tawhiti

Te Pae Tawhiti – Our Future is about the Ministry’s (MSD) future role and how we can make a bigger and better difference for New Zealanders. Te Pae Tawhiti Transformation Programme (the Programme) will deliver services that are easier, more accessible and integrated across employment, housing, and income support with greater use of partnering. The programme will also modernise our technology, data, and information to support this business change.

Achieving our Te Pae Tawhiti vision will be a multi-year journey for MSD. To ensure we are responsive and can adapt to the wide range of changes, we are adopting an iterative, agile approach to the development of this case, and to delivering the initiatives and actions detailed within it. The programme has been grouped into timeframes called ‘Horizons.’ We are currently working in Horizon 0 (until 30 June 2022).

### Overview of position

The Advisor Governance, Te Pae Tawhiti Programme (the Advisor) provides advice and support to the Programme on governance-related matters.

The Advisor will support other members of the Te Pae Tawhiti Programme team to make connections between the Programme and MSD Governance Committees and support the Ministry’s governance system to help achieve organisational outcomes. This includes identifying enhancements to the Te Pae Tawhiti Program governance system as and when appropriate and maintaining oversight of other governance groups across the organisation.

This role will also be responsible for the agenda setting, facilitation, quality assurance, and distribution of papers and will attend meetings to capture decisions made and action points.

### Location

National Office, Wellington

### Reports to

Programme Director, Business Integration

## Key responsibilities

### Relationship Management

* Builds and maintains strong working relationships with relevant teams across the Ministry to enable the provision of Programme governance related advice.
* Builds and maintains strong working relationships with stakeholders to ensure governance processes are followed in order to achieve overall governance capability.
* Contributes to building the strong reputation of the Te Pae Tawhiti Programme across the Ministry.
* Provides a central point of contact for all items related to Te Pae Tawhiti Programme governance working with the MSD governance team.

### Governance

* Administer Te Pae Tawhiti Programme governance and oversight arrangements and processes.
* Identify key Programme and transformation outputs that should be reported to the appropriate organisational governance and oversight structures as indicators that the Programme and transformation is on track.
* Document and implement Programme governance structures, roles and responsibilities, adapting them where appropriate as the Programme evolves, and identify clear escalation and decision paths for effective risk and issue management.
* Provide secretariat support and pro-active management of Te Pae Tawhiti Programme Advisory Group and other management committees as required.
* Support the Te Pae Tawhiti Programme leadership team’s information flow to ensure they have what they need to make robust strategic and operational decisions relating to the Programme.
* Set agendas and provide facilitation, quality assurance and distribution of governance related meetings.
* Capture decisions made and action points. Proactively manage updates for actions and record both actions and decisions centrally.

# Quality Assurance

* Provide a quality assurance support role in respect of papers coming from the Te Pae Tawhiti Programme.
* Implement robust protocols and ensure guidance material is readily accessible to those preparing papers for any of the Programme groups, governance committees and the Leadership Team.
* Review papers on behalf of groups/committees to ensure they meet requirements and have information needed to make informed decisions.
* Work with staff across the Te Pae Tawhiti Programme to build capability in the preparation of committee papers and governance processes.
* Work with key stakeholders, such as the PAG Chair and members, to ensure requirements for papers are fully understood and issues for discussion are clearly
* identified.
* Manage information flow standards and quality of cross-programme contributions.

### Continuous Improvement

* Assist with improving governance processes and systems within the Te Pae Tawhiti Programme, aligning with MSD Governance processes.
* Support the ongoing evaluation of Programme governance to ensure its effectiveness and efficiency.

### Team Support and Individual Performance

* Function as part of a highly effective team of advisors and planning professionals who have the strategic and professional skills to support the Ministry and lead organisation-wide initiatives.
* Actively manage and plan own work programme.
* Support and provide input as required to the team and/or business unit plan.

### Project Management

* Support the Programme Director and wider Transformation Office in their management of key Governance projects.
* Support the Programme Director with projects as requested.

### Māori and Pacific Responsiveness

* Integrate Te Pae Tawhiti, Te Pae Tata and the Pacific Prosperity strategies into work programmes.
* Champion a Te Ao Māori perspective by ensuring its inclusion in all design work.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Tertiary qualification in a relevant discipline or equivalent operational experience is desirable
* Experience in issue analysis and report writing
* Prior governance or secretariat experience is desirable
* Knowledge of government processes (ministerial and Cabinet roles, Parliamentary processes, budget and public service management systems)
* Project management skills
* Familiarity with basic computer software and tools such as Microsoft Word, Excel and PowerPoint

## Attributes

* Sound analytical skills – clarity of thinking, defines problems well, gathers all necessary information and produces thorough, objective and methodologically sound advice
* Excellent communication skills – expresses ideas effectively in all medium especially written and oral. Adapts style to intended audience
* Good relationship management skills – works effectively with all internal and external stakeholders to accomplish organisational goals
* Excellent interpersonal skills – uses appropriate style and methods to articulate the Ministry’s position and strategy on issues with accuracy and persuasion
* Results oriented – is motivated, persistent and delivers, takes actions to achieve goals, anticipates and deals with potential issues
* Demonstrated commitment to developing and maintaining skills and knowledge
* Proven credibility, integrity, and professionalism – demonstrates these characteristics at all times
* Strong work ethic – shows conscientiousness, drive and determination in all situations
* Demonstrates a pragmatic, adaptable, open-minded, reflective, and forward-thinking style, is committed to learning and extending self and continuously seeks opportunities for different and innovative approaches to work.

## Key relationships

### Internal

* Director Te Pae Tawhiti Programme
* Programme Manager Business Integration
* Te Pae Tawhiti Workstream Leads
* Transformation Office team members
* Portfolio Owners and Managers
* MSD Governance team

### External

* Ministers’ Offices
* Strategic Partners
* External Committee members
* External agency managers and staff

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required