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| Programme Advisor, Te Pae TawhitiBusiness Integration |
| Our purpose **Manaaki tangata, Manaaki whanau**We help New Zealanders to be safe, strong and independent |
| Our commitment to MāoriAs a **Te Tiriti 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**** |
| **Mana manaaki**A positive experience every time | **Kotahitanga**Partnering for greater impact | **Kia takatū tātou**Supporting long-term social and economic development |
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| ****Our Values**** |
| **Manaaki**We care about the wellbeing of people | **Whānau**We are inclusive and build belonging | **Mahi tahi** We work together, making a difference for communities | **Tika me te pono**We do the right thing, with integrity |
| ****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. |
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| The outcomes we want to achieve |
| 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
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| ****He Whakataukī\***** |
| Unuhia te rito o te harakekeKei 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 flaxbushWhere 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 Programme Advisor, Te Pae Tawhiti Programme (the Advisor) supports the efficient and effective management and delivery of Te Pae Tawhiti Transformation Programme and supports the activities of the Programme.

The Advisor:

* manages all the key components associated with an active Programme Management function e.g. Programme health, risk/issue management, reporting, governance, stakeholder management, communication and change. Systems and processes will be established to deliver these functions.
* manages, monitors and integrates activity that contributes to the target operating model framework. This includes assessing progress by horizon, with the objective of moving the Programme from its current operating model to the target operating model state.

The Advisor will support the Te Pae Tawhiti Programme team with the establishment and ongoing working of the Programme, including associated frameworks and processes to ensure its smooth and effective operation.

This Advisor will work alongside the Senior Programme Advisor to enable the Director and Programme Manager to focus on the critical success factors of programme/project delivery through providing effective project support. This role also assists with providing visibility on the portfolio of work via reporting to a range of governance boards and steering groups, and helps to facilitate Programme wide meetings.

The Advisor utilises excellent writing, negotiation and facilitation skills, as well as a strong understanding of the Programme’s strategic direction, agile working approaches to assist with the development of critical core artefacts including workstream demos, retrospectives and documents which support programme planning and demonstrate programme progress. The Advisor will also support the Programme through the development of programme induction materials and approaches, concept papers, business cases, risk registers, project closure reports and lessons learned and restrospective reviews. This role ensures that all formal project artefacts, ceremonies, and documents are completed to a high standard in a timely manner. Facilitation and coaching of cadence, ceremonies, practices and ways of working.

Location

National Office, Wellington

Reports to

Programme Director, Business Integration

## Key responsibilities

**Programme Planning and Delivery**

* Assist with the development of Programme core artefacts, documents and ways of working.
* Contribute to the development of pragmatic strategic integrated planning practices that effectively link strategic outcomes with key delivery mechanisms including Programme Increment planning.
* Provide tailored support and advice to projects and programmes to support successful delivery and achievement of client value.
* Develop and maintain tools and templates that supplement the Programme’s programmes / project methodologies.
* Use recommended agile portfolio, programme and project solutions for planning, scheduling and tracking.
* Set up project files, compile and distribute reports.
* Provide administrative services to the Programme team.
* Work under general direction within a clear framework of accountability. Exercise personal responsibility and autonomy.
* Has working level contact with suppliers and partners.

**Quality Assurance**

* Maintain quality control for all key Programme / project artefacts.
* Maintain change control (variation process) for programmes and projects.
* Coordinate external independent assurance activities for programmes / projects.

**Advisory Services**

* Provide programme and project advice to the Te Pae Tawhiti Programme team.
* Assist programme and projects with design and implementation of programme / project. Structures.
* Maintain networks across organisation to support programmes and projects.

**Governance**

* Support the Te Pae Tawhiti Programme team in providing timely and sound advice and guidance to the Leadership Team and Governance Boards.
* Support governance approval process for programmes and projects.
* Support programme / project governance frameworks and templates.

**Communication / Facilitation Skills**

* Support conveying information and ideas for a wide range of audiences including senior management and project teams.
* Contribute to planning sessions with programme and project teams.

**Reporting and Analysis**

* Contribute to the delivery of strategic analysis and monitoring of Te Pae Tawhiti Programme functions.
* Contribute insights and information into the preparation of strategic dashboards and reporting that provide governance boards with forward view impact assessment and analysis to inform decision making, including risks, issues and emerging trends
* Assist with gathering data and reports for analysis and to facilitate decision making.
* Maintain centralised databases and reporting tools that support strategic decision making, can be tracked over time and can stand up to external scrutiny.

**Continuous Improvement**

* Demonstrate an analytical and systematic approach to issue resolution.
* Take initiative in identifying and negotiating appropriate personal development opportunities.
* Contribute fully to the work of the Programme.
* Plan, schedule and monitor own work competently within limited deadlines and according to relevant legislation, standards and procedures. Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client.
* Contribute to portfolio-wide lessons learned information

## 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

## Know-how

* Excellent communication, self-management and interpersonal skills and excellent documentation skills
* Experience using formal project management methodology
* Sound knowledge of agile ways of working
* Project/programme coordination skills
* Demonstrate understanding the strategic context of work programmes
* Proven experience of managing relationships, both internally and externally
* Understanding of the strategic issues facing the work programme
* Experience of prioritising in an often busy and complex environment and applying sound judgement when dealing with competing deadlines
* Strong working knowledge of how to use office software packages, such as Microsoft Word, Excel and PowerPoint etc.

## Attributes

* Initiative
* Resilient
* Highly effective organisation and planning skills, with the ability to prioritise in a busy and complex environment
* Achievement of results in a time pressured environment
* Excellent communication (both oral and written) skills
* Able to establish, build and maintain effective and appropriate relationships with key stakeholders
* Adapt to the needs of the audience, able to positively influence others to accept ideas
* Strong problem solving and decision-making skills
* High level of environmental and organisation awareness
* Welcome and value diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

## Key Relationships

Internal

* Programme Director, Business Integration
* Programme Manager, Te Pae Tawhiti Programme
* Principal Advisor, Te Pae Tawhiti Programme
* Senior Programme Advisor, Te Pae Tawhiti Programme
* Te Pae Tawhiti Workstream Leads and teams
* Transformation Office Team
* Portfolio Owners and Managers
* DCE, Business Integration
* DCE, Strategy and Insights
* DCE, People and Capability

External

* Service Providers and Third-Party Vendors
* Strategic Partners
* Central Agencies staff (as required)

## Other

Delegations

* Financial – No
* Human Resources – No

Direct reports – No

Security clearance – No

Children’s worker – No

Limited ad hoc travel may be required