# Ministry of Social Development logo

# Senior Advisor

# Ministry of Youth Development

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As 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



## 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\***

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| --- | --- |
| 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

### Overview of position

### The Senior Advisor will support the General Manager Youth, Director Youth, and the Ministry of Youth Development (MYD) - Te Manatū Whakahiato Taiohi Leadership Team to promote a positive public image of MYD by:

* Taking a lead role in delivering and providing evidence-based advice on key workstreams within MYD’s work programme (e.g., the priorities of the Minister for Youth, the Youth Plan: Voice, Leadership, Action; supporting the MYD Youth Advisory Group).
* Identifying and supporting investments in programmes of work that ensure that young people have a voice that is heard and have opportunities for real decision-making, including at the governance table.
* Working closely with team members to promote and encourage youth development opportunities for young people.
* Working with the General Manager/Director Youth to develop and maintain relationships with key stakeholders, and government agencies.
* Developing/providing robust strategic advice to support the General Manager/Director Youth/Minister for Youth/ Ministry of Social Development (MSD)- Te Manatū Whakahiato Ora to make informed decisions.

### Location

National Office

### Reports to

Director Youth

## Key responsibilities

### Stakeholder Relationships

* Supports the General Manager/Director Youth to build and leverage strategic partnerships.
* Works with the General Manager/Director Youth to keep the Minister for Youth and other key stakeholders informed of MYD’s work programme.
* Identifies and develop relationships with key stakeholders, including Youth Development sector, internal senior managers, and government agency managements/peers.
* Maintains professional and responsive relationships, ensuring that roles are clear, that commitments are met, and problems and issues are resolved effectively.
* Responds to external communication requests.
* Fosters relationships with key internal stakeholders (communications, research and evaluation, policy).
* MYD Planning.
* Provides proactive support for the management of information.
* Provides proactive advice and support to the MYD Leadership Team as required.
* Writes comprehensively and edits material for both internal and external purposes.
* Identifies and develop priorities for youth participation, consultation and community engagement across the sector.
* Ensures supporting linkages with policy and the underpinning research into youth, include Māori, Communities and Partnerships (MCP), and other team members who will be managing contracts with provider organisations and relationships with funders.
* Ensures strategic investment decisions are targeted to young people with a focus on MYD priority cohorts.
* Provides information and analysis to support MYD’s priorities and work programme.
* Monitors the quality and effectiveness of the services provided.
* Ensures best practice Youth Development is incorporated into Policy and ways of working.

### Advice and Support – Youth Development

* Provides intellectual subject matter expertise on Youth Development in the relationship management work undertaken by MYD.
* Provides specialist advice and support to the Director, Managers and MYD staff (for example, leading, designing and supporting the delivery of research, review and evaluation activities).
* Provides input and advice about the strategic direction of MYD, taking account of the youth sector, opportunities and constraints.
* Identifying emergent needs and gaps in service and support solution focused thinking.
* Supports the implementation of new initiatives, best practice enhancements.
* Participates and contribute to key projects across MYD.
* Provides advice on new opportunities relevant to MYD’s work programme.

### Contract Management, Monitoring and Reporting

* Works with the team to ensure robust monitoring and evaluation of contract outcomes.
* Monitors the quality and effectiveness of services delivered and provides response to monitoring reports, identifying issues that require investigation, including trends and opportunities for MYD.
* Provides information related to contract services in responses to Ministerial requests, Parliamentary questions, Official Information Act requests and stakeholder requests.

### Team Participation

* Develops and maintain open working relationships with colleagues.
* Takes accountability with the team for the quality of work produced.
* Shares information and ideas with the team.
* Participates in national projects/initiatives as required.
* Implements policies, strategies and programmes to achieve MYD and MSD strategic direction.
* Supports others in the team to deliver key priorities when required.

### Embedding te ao Māori

* Embedding te ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MYD and 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 HSS and wellbeing policies and procedures.

### Emergency management and business continuity

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

## Know-how

* Experience and knowledgeable in the field of Youth Development best practice.
* Experience and demonstrated research, evaluation and data analysis skills and experience – familiarity with qualitative and/or quantitative methodologies.
* Demonstrated ability to establish robust relationships and partnerships with national and regional stakeholders.
* Experience understanding governance arrangements and public sector context within which MSD (including MYD) works and applying understanding to judgment and decision-making.
* A thorough understanding of Youth Development principles, youth issues and the Youth Development sector.
* Highly developed analytical skills and demonstrated commitment to developing and maintaining specialist knowledge.
* Demonstrated understanding of contract management, monitoring and evaluation methodologies.
* Prior experience in working with other government agencies, key stakeholders in the social services sector, Iwi/Māori and Pacific peoples organisations.
* Proven ability to provide high quality balanced analysis and advice on a range of specialist issues within specified timeframes.
* Experience prioritising in an often busy and complex environment and applying sound

judgement when dealing with competing deadlines.

## Attributes

* Build and maintain rapport with others based on their own integrity and honesty, demonstrating effective interpersonal skills.
* Is innovative and keen to explore and evaluate new operational delivery practices and approaches.
* Strong communication skills (oral and written) and ability to establish credibility at both a strategic and operational level.
* Ability to influence action in areas for which they have responsibility but not line management authority.
* Anticipate and resolve problems making decisions based on sound risk management analysis.
* Ability to resolve problems and make decisions with limited information.

## Key relationships

### Internal

* General Manager Youth
* Director Youth
* MYD Leadership Team
* DCE Māori, Communities and Partnerships (MCP) and the wider MCP group
* Child and Youth Policy team
* Communications and Engagement group
* Managers and Staff across MSD

### External

* Minister for Youth office
* Key stakeholders

**Other**

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

**Position Description Updated:** October 2025