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| Senior Advisor People Experience People Group |
| 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

Overview of position

The Senior Advisor People Experience is responsible for leading the design and delivery of significant organisational performance and development projects and programmes of work. At times also playing a support role to other projects where there may be a cross over.

The Senior Advisor will be responsible for achieving the key deliverables on their projects or programmes. This includes responsibility for delivering any frameworks, strategies, providing advice on policies and managing stakeholders to meet key deliverables. A key requirement of this role will be the ability to work flexibly.

The Senior Advisor will embed inclusion and accessibility practices throughout their work and will be tasked with working on projects from any of the broad areas covered by the People Experience team. At times the Senior Advisor may be tasked with working on projects in other parts of the People group and the wider business.

Location

National Office

Reports to

Manager People Experience

## Key responsibilities

People Strategies, Policies and Initiatives

* Participate in multi-functional project teams to contribute to the development, implementation, communication and review of strategies, policies and initiatives across the full range of People functions being delivered for the Ministry
* Develop new People policies, frameworks and supporting processes that comply with current New Zealand employment and related legislation and the Ministry’s responsibilities as an employer of choice.

**Organisational Development Strategy Implementation**

* Participate in multi-functional project teams to deliver a range of organisational development solutions that fully support the achievement of the Ministry’s people and business strategies
* Support the collection and analysis of MSD’s people-related data and provide advice and recommendations to key stakeholders based on the data.
* Support the design of initiatives that help the organisation achieve the desired culture across all business groups in MSD
* Provide advice and guidance to managers to:
* Implement people-related initiatives related to MSD’s strategic objectives, and
* Raise awareness and understanding around the issues relating to strategic people-related topics.

**Project and Change Management**

* Participate in projects, programmes and initiatives using Ministry project management methodologies and disciplines
* Lead and enable projects, work programmes and initiatives and deliver agreed objectives within timelines and budget
* Provide advice to project managers in project milestone, reporting, post-implementation reviews and the on-going improvement of the project management processes and tools.

**Stakeholder and Relationship Management**

* Establish and manage relationships across the organisation, ensuring that key stakeholders are kept up to date with the progress of projects and other work programmes
* Develop effective internal and external networks to ensure continuous development of knowledge and understanding of emerging HR and OD initiatives and thinking
* Manage effective professional relationships with external providers
* Ensure relevant groups and individuals have input into, and effective engagement with, HR and OD strategies and projects.

**People Group Teamwork and Partnership**

* Work collaboratively with colleagues to maintain an open and collegial approach and actively contribute to the overall effectiveness of People Experience and the whole People Group
* Actively contribute to the Ministry’s People strategies, planning and implementation programmes
* Actively network with other People teams, key managers and specialists and other stakeholders to build the credibility of the People Group to ensure the team is delivering what is required
* Focus on the Ministry’s needs, whilst balancing this with sound information, informed insights and best practice.

## 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

* Experience in the planning, development and implementation of human resources and organisational performance and development initiatives, preferably in a large organisation
* Specialist experience in a human resources or related discipline and / or strong OD and HR generalist experience
* Some experience in project management methodology and experience in participation in successful human resources, organisational development or related projects
* Understanding of the State sector operating environment
* Good communications and presentation skills
* Ability to remain calm and exercise sound judgement when under pressure
* A relevant tertiary qualification is desirable

## Attributes

* Strong client focus
* Positive team member
* Flexible, adaptable and pragmatic
* Effective planning and organising skills
* Sound relationship management skills
* Exercises sound judgement and political sensitivity
* Effective communication skills
* Strong analytical skills
* Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.

## Key Relationships

Internal

* Management and colleagues in People Experience
* Members of the People Group Leadership Team and People team members
* Line managers and Ministry employees
* Internal specialist service providers (e.g. Legal Services, Finance, Communications)
* Union delegates and organisers.

External

* State Services Commission HR and OD specialists
* HR and OD specialists in other Government and State sector agencies
* External HR and management consultants
* Public Service Association and other unions’ officials.

## 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:** August 2025