

**Advisor, Employment Pathways**

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## About Whaikaha - Ministry of Disabled People

### Our Purpose

At Whaikaha, we want an Aotearoa New Zealand where disabled people and tāngata whaikaha Māori are thriving.

We work with Deaf, disabled people, tāngata whaikaha Māori and Turi Māori, their families, whānau and communities, to drive real and meaningful change.

We can achieve more impact by working with others, so collaboration and relationship building across central and local government, businesses, iwi and hapū, is key.

### Our working environment

Our team reflects the communities that we serve, and this is a strength we draw on in our everyday work. We care about the wellbeing and success of our people and seek to provide a supportive and inclusive working environment. We are committed to meeting the accessibility needs of our people through reasonable accommodations.

**Working in the Public Service**

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 both the current Government and successive governments to develop and implement their policies, as well as with its relationships with Māori under the Treaty of Waitangi.

### Te Tiriti o Waitangi

Te Tiriti o Waitangi (the Treaty of Waitangi) underpins our work and we are committed to giving effect to Te Tiriti through kāwanatanga, rangatiratanga, and ōritetanga. Whaikaha values and supports the voices of tāngata whaikaha Māori, Turi Māori and recognises them in the context of their whānau, hapū and iwi.  Our team works alongside tāngata whaikaha Māori, Turi Māori, whānau, hapū, iwi and communities to affirm their aspirations and work together to give effect to Te Tiriti.

## Your place in Whaikaha

The Advisor, Employment Pathways reports to the Manager, Operations and Delivery within the Strategy and Enablement Group.

## About the role

The Advisor, Employment Pathways will work closely with the Programme Lead, Employment Pathways on the Early Career Disabled Programme as part of the Disability Four-point plan, Te Kairangi Tūrama Muri.

This role supports the design, development, and implementation to establish the All-of-Government disabled summer internship programme and early career initiatives. It involves collaborating with internal colleagues, liaising with government agencies, service providers and engaging with disabled students and graduates to deliver a high-quality summer internship programme.

## How you will contribute

#### Support the plan and design

* Think, plan, and contribute to the summer internship programme, which supports the Disability Four-point plan’s employment outcomes for disabled people in the public service.
* Maintain up to date knowledge of the disability sector and understand the issues affecting disabled people, especially relating to accessibility, reasonable accommodation, and disability inclusive practices in the workplace.
* Keeps informed on best practices and current trends related to early career programmes such as market information on disabled tertiary students/graduates, recruitment, and career development.
* Contribute to the effective implementation of key pieces of work in a collaborate way across Whaikaha.
* Take a lead on projects as and when required.

#### Project Management

* Define, plan, and take responsibility for specific projects such as student engagement and intern development activities.
* Liaise and coordinate with key contacts at participating government departments and agencies.
* Support the programme evaluation by organising feedback sessions and surveys and assist in collating results and providing a summary.
* Undertake and support other projects such as continuous improvement of the programme as required.

#### Attraction and Recruitment

* Collaborate with the NZ Disabled Student Association and student associations of tertiary institutions to raise awareness and attract disabled candidates.
* Organise and deliver engagement activities through different channels – online, on-site, and social media – to share information about the summer internship with disabled students and graduates.
* Support the Programme Lead Employment Pathways on organizing and implementing recruitment and selection processes.
* Coordinate with recruitment/assessment providers where needed.
* Provide advice to assessors on inclusive recruitment and support for interns.

#### Pastoral care and support

* Assist the pastoral care of interns during the three-month programme, including raising potential issues or concerns through agreed channels.
* Collaborate with colleagues, seek support and advice on tāngata whaikaha Māori, Deaf people, and disabled Pacific peoples to ensure culturally appropriate and inclusive approaches to pastoral care.
* Support and advise managers, buddies and mentors who are involved in providing a network of supervision, guidance, and mentorship for the interns.

#### Learning & Development

* Support the development and delivery of onboarding and induction for the interns.
* Organise development sessions and intern activities including Machinery of Government, visit to the Parliament and meeting with the Minister.
* Support the Programme Lead in orienting and advising assessors and managers on accessibility and reasonable accommodation in recruitment and selection processes.
* Facilitate and coordinate coaching support on disability inclusion for managers where needed.
* Work with the Programme Lead on planning and organising career support for the interns such as career coaching sessions and promoting interns on social media, relevant networks and comms channels in the public service.

#### Relationship Management

* Build and maintain collaborative and positive relationships across Whaikaha.
* Establish and maintain sound working relationships with key contacts at relevant government departments and agencies, the disability community, non-government organisations, interest groups and other key stakeholders.
* Work proactively with partners in ways that are most likely to deliver tangible benefits for disabled people, tāngata whaikaha Māori and their whānau.
* Recognise and value the voice of the disability community.
* Partner with key stakeholders to ensure the work programme reflects the Crown’s relationship with Māori and improves outcomes and equity and reflects our Te Tiriti obligations.

#### Risk Management

* Identify any organisational risks and take action and or seek support to minimise their impact.
* Keep your manager informed of any risk issues that may impact on the success of Whaikaha.

#### Embedding accessibility

* Embed a culture of genuine accessibility within teams where people work actively to identify and remove barriers and recognise individual strengths and needs.

#### Embedding te ao Māori

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

#### Contribute to our team - Whaikaha team player

* Champion and contribute to a safe, respectful and accessible workplace culture. Embrace your role as a good Whaikaha team player by showing genuine care for each other, our mahi and the disabled community we serve.
* Take personal responsibility for the wellbeing, health and safety of yourself and others. Follow safe working practices, report all incidents, hazards, and near misses, and familiarise yourself with how to respond in case of an emergency.
* Stay informed about emergency management and business continuity plans relevant to your business unit and team. Understanding these plans will help you respond appropriately in critical situations.
* Familiarise yourself and comply with all Whaikaha policies, procedures, and guidelines.
* Perform other duties as may be reasonably required from time to time.

## What you will bring

We are committed to building and maintaining a diverse, inclusive and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list. We value the unique skills, strengths, perspectives and experiences that a diverse range of people may bring and will work with our people to make any reasonable accommodations needed to ensure they have a work arrangement suited to their specific needs.

To undertake this role successfully the incumbent will:

* Be a disabled person, tāngata whaikaha Māori, or have lived experience as whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.
* Be willing to travel for work from time to time.

#### Qualifications, experience, and knowledge

* Relevant qualification and or equivalent experience, this may include lived experience examples.
* Experience (either through work or as an intern/grad alumni) or exposure related to early career, internship and/or development programmes with an emphasis on diversity and inclusion (D&I), disability inclusion, and accessibility.
* Successful practical experience in a role managing or coordinating projects related to recruitment, D&I and/or learning and development.
* Good cultural intelligence and relationship management skills dealing with diverse communities from different backgrounds, e.g. Māori, Pacific, disabled, Deaf, neurodivergent, and various ethnicities.
* Proven organisational and time management skills - can work on several different tasks – often under pressure, able to plan and organise work to meet competing deadlines.
* Experience providing operational advice to leaders and stakeholders this could include lived experience examples.
* Consistently demonstrates sound judgement and is pragmatic, adaptable, open-minded, and has a forward-thinking style.
* Understanding of Te Tiriti.

## Who you will be working with

#### Internal

* Strategy and Enablement Business Group
* Group and team managers
* Whaikaha kaimahi

#### External

* Disabled people and tāngata whaikaha Māori
* Disability community
* Te Kawa Mataaho - Public Service Commission
* Other government agencies

## Delegations

The following delegations apply to this position:

* People and Culture – N/A
* Financial – N/A

**Position Description** **Updated:** July 2025