

**Advisor, NZSL**

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## About Ministry of Disabled People - Whaikaha

### Our Purpose

At Whaikaha, we want an 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 supporting the government’s 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, NZSL reports to the Manager, NZSL Board within the Outreach and Innovation Group.

## About the role

The Advisor NZSL will work together with the NZSL Board to maintain and promote NZSL through the New Zealand Sign Language Strategy and associated actions. The role involves working closely with the Deaf community and community of NZSL users.

## How you will contribute

#### Advisory and guidance

* Support the NZSL Board and Te Rōpū Kaitaiki, by providing secretariat support, assisting with setting the agenda for meetings, and ensuring the groups have the material they need.
* Provide innovative and purposeful advice and analysis on a range of contexts, focusing on solving problems and achieving outcomes.
* Think, plan and contribute strategically, engage in the vision of Whaikaha and position Whaikaha to meet current and future needs.
* Contribute to the development of NZSL strategy, work programme and frameworks for the group.
* Maintain up to date knowledge of the Deaf sector and understand the issues affecting Deaf and disabled people.
* Contribute to the effective implementation of key pieces of work in a collaborate way across Whaikaha.
* Provide support for projects as and when required, such as the updating of key board documents including the Terms of Reference.

#### Promote the New Zealand Sign Language Strategy

* Communicate on the New Zealand Sign Language Strategy and on progress being made.
* Promote the outcomes framework for identifying priorities for actions under the New Zealand Sign Language Strategy.
* Identify gaps and actions for government agencies to address.

**Stakeholder Engagement**

* Maintain effective relationships with key stakeholders from the Deaf and NZSL-user communities, and Government agencies, to facilitate meaningful engagement.
* Support the others in the team to maintain active relationships with disabled people’s organisations, family groups, umbrella groups and forums, service providers, professional groups, NGOs, and other key stakeholders engaged in supporting disabled people and their families.
* Assist and support the Deaf and NZSL-user communities to have effective and appropriate input into government policy development and service provision decisions.

**Project Delivery and Coordination**

* Manage designated project work streams and/or participate as a project team member where required to ensure the successful delivery of the NZSL work programme.
* Assist with the monitoring of progress against work programme deliverables; proactively anticipate and manage risks; and provide timely feedback to the Manager NZSL.
* Assist planning and monitoring for project activities so they are completed on time.
* Understand and use key project management standards, guidelines, processes, roles, and responsibilities (such as risk management, planning, progress tracking, documentation, and controls).

**Ministerial Servicing**

* Provide services to support Ministerial Private Secretaries.
* Contribute to the timely delivery of high-quality speech notes, Ministerial responses to correspondence, answers to Parliamentary Questions, Official Information requests, Ombudsman correspondence, select committee questions and correspondence for the Chief Executive.

**Monitoring and Reporting**

* Monitor data and information on the achievement of the NZSL Strategy.
* Maintain a knowledge of disability policy and practice as it evolves and apply that to the advice and reporting requirements of the role.
* Support with reporting on the NZSL Strategy and related projects.

#### 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. Work collaboratively with community groups, disabled people, tāngata whaikaha Māori, whānau and providers reflecting their concerns and aspirations.
* Work closely 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.
* Work with Ministry colleagues to ensure the NZSL Board and Te Rōpū Kaitaiki has information for meetings and decisions in a timely manner.
* Develop relationships across the Public Sector to support their attendance at NZSL Board meetings.

#### 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) 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.

#### Qualifications, experience and knowledge

* Relevant tertiary qualification and or equivalent experience, this may include lived experience examples.
* Lived experience or knowledge of:
* NZSL
* Deaf organisations and the Deaf world,
* issues impacting on the lives of Deaf people and their families.
* Experience and knowledge of board secretariat tasks for example, minute taking, paper coordination and meeting logistics.

• Experience providing advisory level advice in an organisation, this may include lived experience examples.

* Proven experience and knowledge of working with an advisory board.
* Experience and knowledge of supporting project delivery and coordination.
* Some experience or working towards influencing, this can include lived experience.
* Understanding of Te Tiriti.

## Who you will be working with

#### Internal

* NZSL Team
* Outreach and Innovation Group
* Policy and Insights Group
* Whaikaha kaimahi

#### External

* The NZSL Board
* The Deaf community and Deaf organisations
* The Office of the Minister for Disability Issues
* Disability sector, including disabled people, disabled people’s organisations, families and family groups,
* Other government agencies identified as key actors in implementing and supporting the NZSL Strategy
* Managers and staff of other national and local government agencies and crown entities engaged in supporting Deaf people and NZSL users
* Key international government and non-government agencies
* Agencies and organisations that collect statistics and other data

## Delegations

The following delegations apply to this position:

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

**Position Description** **Updated:** August 2025