

**Senior Advisor to Kaihautū**

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## About Whaikaha - Ministry of Disabled People

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 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 Senior Advisor reports to the Kaihautū – Chief Advisor Māori (Kaihautū) and works closely with the Pou Ārahi to support the Kaihautū role.

The Kaihautū works as part of the Executive Leadership Team with a focus on strategic leadership, building organisational capability to uphold obligations under Te Tiriti, organisational performance, monitoring, and evaluation, maintaining effective Māori Crown relationships, and supporting work programme delivery. The Kaihautū Māori team supports Whaikaha in its cross-government stewardship role, driving conversations about equity and working with others to improve outcomes for tāngata whaikaha Māori and Turi Māori.

## About the role

The Senior Advisor provides evidence informed advice and day to day operational support to the Kaihautū Chief Advisor Māori. This role increases the effectiveness, capacity and impact of the Kaihautū by undertaking delegated tasks, preparing background material, managing relationships and representing the Kaihautū internally and externally as required.

## How you will contribute

#### Domain knowledge and expertise

* Demonstrate an in depth understanding of Te Ao Maori, tikanga and te reo Māori.
* Build and maintain effective Māori Crown relationships.
* Support the Kaihautū to apply the specific knowledge you bring in an appropriate and effective manner.
* Increase opportunities across Whaikaha to positively influence and inspire te ao Māori approaches to our work.
* Effectively manage differences between tikanga Māori and non-Māori approaches and/or models of practice.

#### Advisory and guidance

* Provide innovative and purposeful senior advice and analysis on a range of contexts, focusing on solving problems and achieving outcomes.
* Prioritise tasks and planned engagements for the Kaihautū pre-empting the need for background material, preparing aide memoires and collating advice as required.
* 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 strategy, work programme and frameworks for the group.
* Maintain up to date knowledge of the disability sector and understand the issues affecting disabled people.
* 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.
* Proactively coach and mentor others, helping to grow capability, knowledge, and skills. Assist with peer review and participate in quality assurance processes.

#### Research and Analysis

* Prepare evidence informed advice and draft reports as requested to support engagements, strategic discussions, work programme delivery, and/or project initiatives.
* Produce clear, accurate, well-reasoned and insightful written analysis to effectively communicate issues, options and recommendations.

#### Project and Change Management

* Define, plan and take responsibility for specific projects within designated work area.
* Undertake and support other projects, continuous improvement and change management activities as required.

#### Administrative and Coordination Support

* Support your leader in the day to day running of their group and organisation of their time including for examples (may be required to different levels depending on the leader):
* diary management.
* financial processing and management
* Assist to manage workflow, allocate and/or respond to correspondence.
* Provide a high level of support to workstream leads and project managers with planning/ scheduling outcomes and deliverables.
* Seek opportunities for continuous improvement to streamline processes.
* Develop tools and frameworks to increase effectiveness.

#### 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.
* Lead relationships as applicable to your role.
* 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.
* 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.
* Establish meaningful relationships and credibility as a trusted advisor to guide and influence leaders across Whaikaha, anticipating and proactively addressing challenges.
* Build sustainable relationships with a variety of stakeholders and ensure that all relevant stakeholders are kept informed.

#### 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) 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 able to develop effective Māori Crown relationships.
* Be a disabled person, tāngata whaikaha Māori, or have lived experience as whānau, or be able to establish credibility and trust with tāngata whaikaha Māori and their whānau, 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 tertiary qualification and or equivalent experience, this may include lived experience examples.
* Successful practical experience in a role providing advice and/or analysis to a leader or leadership team.
* Knowledge and understanding of tikanga and te reo Māori.
* Demonstrated understanding of Te Tiriti o Waitangi (the Treaty of Waitangi), Māori Crown Relationships and actively looks for opportunities to strengthen these relations.
* Experience and knowledge of disability issues and how these relate to tāngata whaikaha Māori and their whānau.
* Proven experience and knowledge of leading work that requires planning and coordination, cross-team collaboration and joint problem solving, to meet delivery timeframes.
* Experience influencing and engaging with stakeholders, this may include lived experience examples.
* Good knowledge of business administration systems and processes, including Microsoft 365 office-based systems and document management.
* Understanding of the Machinery of government (desired but not essential).

## Who you will be working with

#### Internal

* Executive Leadership Team
* Pou Ārahi Cultural Advisor
* Group and Team Managers
* Executive Assistants (EA)
* Whaikaha kaimahi

#### External

* Disability sector providers and representative groups
* Whaikaha partnership or reference groups
* Other government agencies
* Minister’s Office

## Delegations

The following delegations apply to this position:

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

**Position Description** **Updated:** May 2025