

**Senior Connector**

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## About Whaikaha - Ministry of Disabled People

### Our Purpose

Whaikaha - Ministry of Disabled People is underpinned by Aotearoa New Zealand’s commitments under the United Nations Convention on the Rights of Persons with Disabilities along with the United Nations Declaration on the Rights of Indigenous Peoples. In addition, the vision and principles of Enabling Good Lives and Whānau Ora are foundational to how the Ministry does its work.

Whaikaha focuses on listening to and partnering with disabled people, tāngata whaikaha Māori, Pacific disabled people, their families and communities so that their experiences can inform changes to the policies and practices which govern the disability sector. The goal is to enable disabled people and tāngata whaikaha Māori to make their own decisions on the supports that will enable them to live their own good life, enhancing their mana and self-determination.

Whaikaha will provide strong and focused leadership of the disability system across government through:

* Driving better outcomes for all disabled people
* Leading and coordinating cross-government strategic disability policy
* Working to deliver and transform disability support services, and;
* Progressing work on the broader transformation of the wider disability system

### Accessibility

We believe in a diverse and inclusive Ministry which reflects the communities that we serve. We care about the wellbeing and success of our people and provide a supportive and inclusive working environment where people can thrive and be who they are. We are committed to understanding and making available reasonable accommodations and accessibility for our people.

### Te Tiriti o Waitangi

We have a firm commitment to Te Tiriti o Waitangi, which means we are committed to giving effect to Te Tiriti through building kāwanatanga, rangatiratanga and ōritetanga. Whaikaha works to partner with and give effect to the voice of Māori, tāngata whaikaha me o rātou whānau. Whaikaha works to support tāngata whaikaha Māori, whānau, hapū, Iwi and communities to enable their good life and aspirations.

## Your place in Whaikaha

The Senior Connector reports to the Director/Manager within the Enabling Good Lives team, which sits in the Commissioning, Design and Delivery Business Group.

The purpose of the Commissioning, Design and Delivery Business Group is to transform how supports are provided to disabled people and their whānau who need support to live the lives they choose.

## About the role

The Senior Connector works closely with Managers in Enabling Good Lives team and provides mentoring, and guidance for Connectors and Specialist Connectors to increase their skills to support disabled people and whānau achieve outcomes that are important to them.

## How you will contribute

#### Support and Guidance

* Proactively coach, guide, and mentor others in the team, helping to grow capability, knowledge and skills. Assist with peer review and participate in quality assurance processes.
* Lead the development and continuous improvement of processes, tools, and frameworks within the team to ensure the Enabling Good Lives vision is achieved.
* 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.

**Work Planning and Monitoring**

* Review and monitor work allocation and caseloads of relevant team members as required by Manager.
* Manage and monitor a small case load to support the continued development of practice and knowledge of the role.

#### Advice Delivery

* Identify opportunities and creative solutions to achieve Enabling Good Lives outcomes, seeking advice where necessary.
* Contribute to ongoing evaluation and monitoring of implementing the Enabling Good Lives principles.
* Support disabled people and tāngata whaikaha Māori to hold meaningful expectations and aspirations for their lives.
* Provide leadership for projects and areas, ensuring all work is well planned using work planning tools and methods, including taking strategic and tactical approaches to achieve results through high quality advice.
* Provide high quality advice and ideas relating to the Enabling Good Lives approach.
* Provide input to Enabling Good Lives planning, and implementation projects and work programmes as required.
* Keep updated on the sector issues and understanding of the key imperatives of other groups and agencies connected to Enabling Good Lives.

**Maintain Records**

* Maintain excellent records using appropriate tools, such as client record system, Enabling Good Lives systems and processes.
* Meet requirements for information, including case notes, statistics, and budget information accurately and on time.
* Use Enabling Good Lives systems and processes to keep accurate records of all work as required.
* Ensure team members follow EGL systems and processes and achieve quality outcomes.

#### Relationship Management

* Build and maintain collaborative and positive relationships across Whaikaha.
* Work with disabled people and tāngata whaikaha Māori, whānau and service providers to innovate and deliver on Enabling Good Lives outcomes.
* 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 creatively with disabled people who are experiencing complex situations together with their whānau to plan and develop the life they want, including how opportunities in the community could be accessed, what current support is working well and what new and different support could be established.
* Use existing networks, and create new ones, to link and connect people.
* Establish respectful, trusting relationships with disabled people and their whānau to ensure they have a positive Enabling Good Lives experience.
* Engage proactively with all groups, agencies and key individuals to ensure disabled people and their whānau have a wide range of community options available to them.

#### Risk Management

* Identify any organisational risks and act 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, or have lived experience 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.
* Have the ability to work in a tripartite relationship with disabled people and tāngata whaikaha Māori.
* Be willing to travel for work from time to time.
* Obtain a satisfactory Children’s Worker Check.

#### Qualifications, experience and knowledge

* Relevant tertiary qualification or equivalent experience.
* Proven experience working with disabled people and whānau who are experiencing complex situations to build and create life opportunities.
* Successful practical experience in the implementation of contemporary models and disability rights-based approaches to disability.
* Proven experience in leadership, coaching and mentoring others to achieve success outcomes.
* Understanding of the Enabling Good Lives vision and principles and how to apply these in practice to increase disabled people's options and decision making over their support and lives.
* Experience building and maintaining trusting relationship with a diverse range of people from diverse backgrounds, including Māori and Pasifika families.
* Demonstrated knowledge and experience in enabling disabled children and adults, their family and whānau to have greater choice and control over the supports they receive and the lives they lead.
* Understanding of Te Tiriti o Waitangi.

## Who you will be working with

#### Internal

* Director and Managers in Enabling Good Lives team.
* Enabling Good Lives Sites
* Whaikaha kaimahi

#### External

* Disabled people and tāngata whaikaha Māori
* Families/whānau of disabled children, young adults and adults
* Carers and disability support providers
* Disability community partnership groups and Disabled People’s Organisations and tāngata whaikaha Māori rōpū
* Disability sector providers and representative groups
* Disability non-government organisations

## Delegations

The following delegations apply to this position:

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

## 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.

**Position Description** **Updated:** April 2024