Job description

Job Title:	Community Advisor
Branch:	Service Delivery & Operations – Kāwai ki te Iwi
Business Unit:	Community Operations – Hāpai Hapori
Reporting to:	Manager Regional/National Services
Location:	
Salary Range:	Delivery G

Purpose

The Community Advisor will provide a range of high quality advice, facilitation, information, and funding services that support communities, hapū and iwi to be resilient and achieve their aspirations.

Key results/impacts

- Community Development Advisory Services contribute to informed, skilled, supported, and resourced community and voluntary sector, communities, hapū and iwi
- Community Development Advisory Services create convenient access to relevant government information, resources and services
- Relationship management ensures effective partnerships between and within the community and voluntary sector, communities, hapū and iwi, and, local/central government
- Decision making groups receive high quality secretariat services and robust advice
- Development, administration and management functions, including the grant management process, are robust and have integrity

Key Tasks

Community Development Advisory Services

- Develop, maintain and broker highly effective relationships with and between communities, hapū and iwi, stakeholders, agencies, local and central government
- Effect the transfer of knowledge, skills, and resources to assist communities to identify and implement local solutions to local issues
- Analyse applications for funding, including assessment for eligibility, financial robustness, risk, community need and benefit, and ability to deliver in order to provide decision makers with high quality specialist advice and recommendations for funding investment within communities
- Research, collate and interpret national, regional, community and sector intelligence on needs, trends, issues and challenges to enable decision makers and others, to determine appropriate sector, community and funding priorities
- Organise, attend, and lead as appropriate, community and public information meetings, clinics, seminars, and other events to provide information about the services, assistance, and funding available from the Department
- Provide advice to community groups and organisations to assist them to access and manage funds and resources
- Provide advice to community groups and organisations on matters such as legal incorporation, governance, organisational infrastructure, financial management, project

feasibility, project management, risk awareness, sustainability, accountability, staff/volunteer management, and planning
- Provide advice to community groups and organisations on coordinating activities, developing collaborative partnerships, strengthening community leadership, developing connections between community groups/local government/central government, minimising duplication of services, and enabling the sharing of knowledge and resources
- Assist community groups and organisations with the development, maintenance, and evaluation of community initiatives
- Provide ongoing assessment of the needs of communities, hapū and iwi to ensure that these are reflected in strategic resource decisions
- Provide mentoring, as appropriate, to community development workers and others

Relationship Management
- Develop, maintain and broker highly effective working relationships with diverse internal and external stakeholders, including Māori, Pacific people and ethnic groups, agencies, and local and central government
- Represent the Department at relevant forums, seminars and events
- Work with customers to identify their strengths and challenges, and to advise on the development of appropriate strategies
- Work collaboratively with colleagues across the Department to determine priorities and develop solutions that are best for the customer, and avoid duplication of effort and resources

Servicing Decision Makers (including Ministers, Lottery and COGS Distribution Committees, Crown Funding Panels, & Trusts)
- Coordinate decision making groups, ensuring appropriate secretariat services are provided
- Manage the decision makers' meeting process and schedule
- Coordinate the strategic planning process for decision makers
- Provide high quality, specialist, and timely advice to decision makers, Ministers, Members of Parliament, and other stakeholders through appropriate channels
- Proactively manage attendance of members, ensuring they are fully briefed and prepared prior to meetings
- Coordinate and deliver orientation and policy/process training to decision makers
- Manage the public selection process for the COGS local distribution committee members
- Manage the grants process including monitoring, reporting, and accountability requirements of funding grants
- Provide high quality advice and information to inform annual reporting requirements
- Prepare and contribute to annual committee budgets and committee reports where appropriate

Development & Administration
- Contribute to the development, implementation, and review of internal/external projects as required
- Contribute to and inform policies and procedures as required
- Undertake administrative and business process tasks as required
- Participate in and contribute to team meetings, the development of individual and team work programmes, priority setting, and annual business planning processes
- Communicate and report against individual and team work programmes, and team planning commitments
- Contribute to continuous improvement and new initiatives
- Keep up to date and ensure own understanding of departmental changes
- Undertake peer review duties where required

- Identify and actively manage business risks, including reporting on and mitigating risk as appropriate
- Support, contribute to and align with Community Operations and the Department's workplace vision, culture and values

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

Key Relationships

Key Relationships and Nature of Interaction	Advise	Collaborate with	Influence	Inform	Manage/ Lead	Deliver to
Applicable Manager Regional/National Services	✓	✓	✓	✓		✓
All relevant Department managers and staff	✓	✓	✓	✓		✓
Community & Voluntary Sector	✓	✓	✓	✓		✓
Hapū, and iwi	✓	✓	✓	✓		✓
Funding applicants and recipients	✓	✓	✓	✓		✓
Decision making committees and panels	✓	✓	✓	✓	✓	✓
Central and Local Government	✓	✓	✓	✓		✓
Communities and community leaders	✓	✓	✓	✓		✓
Other funding bodies	✓	✓	✓	✓		✓

Accountabilities and Delegations

Staff Management

Number of direct reports	Nil
Total number of staff reporting	Nil

Person Specification

Experience

- Substantial experience in community development and advice, or in a related field, e.g. sector development
- Proven experience in working across a range of different activities drawing on a range of different skills
- Proven experience in managing diversity to problem solve and strengthen long term effectiveness of an organisation
- Experience in presenting to diverse and large groups
- Demonstrated experience managing diverse stakeholder relationships

- Demonstrated experience working effectively in a pressured environment (including pressures of ambiguity, time, resourcing, complexity, change, and interpersonal relationships)

Knowledge/skills

- Demonstrated understanding of the principles of community development
- Proficient interpersonal and negotiation skills
- Demonstrated project management skills, including project planning, implementation, risk management and evaluation
- Demonstrated understanding of relationships in and between communities
- High level problem solving and decision making skills using professional judgement
- A high standard of written and oral communication skills
- A working knowledge and understanding of the community and voluntary sector
- A working knowledge and understanding of the governance and infrastructure requirements within the community and voluntary sector and interpretation of financial information
- Demonstrated community engagement, consultation, and facilitation skills
- Proven understanding of the Treaty of Waitangi in a public sector context
- Proven understanding of Tikanga Māori
- Proven intercultural awareness and skills

Other

- A current driver's licence

Competencies

The Competencies** required for this role consist of both core Departmental and job specific competencies. The core competencies are shown below in italics. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Intelligence	*Decision Quality*
Emotional Maturity	*Personal Learning*
Managing Complexity	*Strategic Agility*
Talent to Execute	*Customer focus* *Functional Technical Skills* *Innovation Management* *Presentation Skills* *Process Management* *Drive for Results*
Managing Diverse Relationships	*Managing Diversity* *Informing* *Peer Relationships*
Achieves Effectiveness for Māori	*Effectiveness for Māori*

*With the exception of *Achieves Effectiveness for Māori*, the competencies DIA uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

**Competency descriptors can be found on the DIA intranet (1840) or by contacting your hiring manager.