



# Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Principal Advisor, Te Aka Taiwhenua and Crown Māori Relationships

### Office of the Chief Executive, Office of the Chief Executive

The role of Kaitohutohu Matua, Te Aka Taiwhenua and Crown Māori Relationships is to lead the team to drive Te Tari Taiwhenua's (Department of Internal Affairs) overall responsiveness and effectiveness for Māori. They will achieve this through ensuring organisation-wide implementation of Te Aka Taiwhenua - the Department's Māori Strategic Framework, and stewarding the Department's strategic Crown Māori relationships. They are also the key advisor to the Executive Leadership Team (ELT) on the strategic implications of Crown Māori Relationships and the key channel of advice to the Chief Executive (CE) and ELT on Te Ao Māori, tikanga Māori and Māori cultural protocol.

- **Reporting to:** Director, Office of the Chief Executive
- **Location:** Wellington
- **Salary range:** Delivery J

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### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

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### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other

#### We take pride in what we do

- Make a positive difference
- Strive for excellence



Te Tari Taiwhenua  
Internal Affairs

## Te Aka Taiwhenua - Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono –



- Kotahitanga - Expresses values of togetherness, solidarity, collective action reciprocity and respect. Strength in unity
- Manaakitanga - To manaaki is to show kindness, respect, and hospitality towards others. This mātāpono is about maintaining and nurturing relationships and ensuring people are looked after
- Whānaungatanga - Kinship and relationships. This mātāpono is nurtured through shared experiences and working together, which provides people with a sense of belonging.
- He Tāngata - People are important to what we do and the culture we create. This mātāpono is about all people, both internal and external, being important.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p><b>Te Aka Taiwhenua/Crown Māori Relationships Work Programme</b></p> <ul style="list-style-type: none"> <li>• Lead the Department’s Te Aka Taiwhenua and Crown Māori Relationships programmes of work including directing the work of the Senior Advisor and Advisor in the Te Aka Taiwhenua Central Team and collaborating with colleagues across the Department.</li> <li>• Manage the quality of work through oversight, coaching and professional development of advisors in the Te Aka Taiwhenua Central Team.</li> <li>• Engage external providers and manage delivery and performance in line with agreed budget.</li> <li>• Research and maintain an expert knowledge in all relevant areas of the role</li> <li>• Ensure the execution of needs analysis to support the programme of work and in collaboration advisors in the Te Aka Taiwhenua Central Team and business managers.</li> <li>• Represent the Department in sector wide forums, initiatives and projects.</li> <li>• Lead the design, development and implementation of interventions, including culture, capability and leadership development frameworks, in collaboration with business managers and external providers.</li> <li>• Ensure successful delivery and facilitation of events, workshops and programmes</li> <li>• Support senior managers to roll-out interventions</li> <li>• Lead the development or maintenance of policies and frameworks in line with plans and strategies and in collaboration with business managers</li> <li>• Develop processes and frameworks for quality assurance, monitoring, evaluating and reporting on plans, strategies and interventions and related risks in line with departmental guidelines.</li> <li>• Ensure all programmes are monitored and evaluated.</li> <li>• Ensure that findings are reported and plans are developed accordingly.</li> <li>• Identify opportunities for continuous improvement</li> <li>• Lead and/or participate in assigned projects aimed at best practice development, thereby ensuring new initiatives are developed and implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of Te Aka Taiwhenua and Crown Māori Relationships programmes across the whole organisation</li> <li>• Relationships with external providers are initiated and maintained within budget</li> <li>• Events, workshops and programmes are successfully delivered</li> <li>• Opportunities for development are identified and key initiatives are implemented</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Strategic Leadership and Advice</b></p> <ul style="list-style-type: none"> <li>Engage with and provide strategic advice and thought leadership to ELT on Te Aka Taiwhenua, Crown Māori Relationships and Te Ao Māori</li> <li>Use innovation, strategic planning and operational planning to develop/advise on components of Te Aka Taiwhenua and Crown Māori Relationships in conjunction with ELT and Tier 3 Leaders</li> <li>Provide leadership and advice to OCE, ELT, Tier 3 on initiatives and strategic direction</li> </ul>	<ul style="list-style-type: none"> <li>A fully engaged ELT who are informed and supportive of current and future Te Aka Taiwhenua and Crown Māori Relationship options, initiatives and plans</li> <li>ELT value and see the linkages between effective initiatives, programmes and planning and the ability of the department to meet its strategic objectives</li> <li>The ability to adjust and adapt strategic direction under changing circumstances</li> <li>Understanding and meeting the needs of Māori in our internal working environment and in the delivery of services to New Zealanders</li> <li>Te Aka Taiwhenua is forward thinking, innovative and addresses current and future challenges</li> </ul>
<p><b>Planning and Coordination</b></p> <ul style="list-style-type: none"> <li>Gain solid insight and understanding of the Department's current progress on implementing Te Aka Taiwhenua and the current and future environment and expectations on Government in terms of its engagement in Crown Māori Relationships.</li> <li>Lead the development and execution of a plan for Departmental achievement of Te Aka Taiwhenua by 2021 and a Departmental Crown Māori Relationships Strategy.</li> <li>Coordinate and deliver proactive and regular advice to ELT on how its Crown Māori Relationships and partnerships with Māori (current and future) can support the Department to be a system leader in responsiveness and effectiveness for Māori.</li> <li>Ensure the CE and ELT are supported in their understanding and practice of tikanga Māori and Māori cultural protocol in internal and external contexts.</li> </ul>	<ul style="list-style-type: none"> <li>Work programmes, projects and activities remain strategically aligned with achieving Te Aka Taiwhenua by 2021</li> <li>ELT feel well supported and have a good understanding of tikanga Māori and Māori cultural protocol</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Leadership</b></p> <p>Lead and motivate staff to ensure they have the appropriate skills and confidence to make quality decisions, including:</p> <ul style="list-style-type: none"> <li>Clearly set expectations, monitor team performance and provide constructive feedback and coaching to support high performance</li> <li>Lead all team members in a manner which fosters a positive culture and environment that is consistent with the principles and behaviours of the Department and leads to a highly engaged work force</li> <li>Ensure the team are clear on their role, function, goals/outcomes and their contribution to OCE and Te Tari Taiwhenua goals and outcomes</li> <li>Identify and assess areas for capability development; and develop, implement and manage performance and development plans to enhance performance</li> <li>Mentor and coach direct reports to enable the delivery of results with the best outcome for customers and the Department</li> <li>Recruit, induct and retain a highly effective team of delivery focused professionals to provide high quality services</li> <li>Build a strong external network to foster personal development and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>A Principal Advisor that exemplifies and role models the behaviours, ngā mātāpono and attributes of our Capability Framework</li> <li>Leadership and management of the team meets DIA expectations</li> <li>The performance and development of staff within the Team is appropriately planned and managed in accordance with DIA processes and business needs</li> <li>Direct reports have clear expectations of their performance, including individual Performance Plans, and receive regular performance feedback</li> <li>A high performing team delivering practical and easy to understand initiatives and work programme</li> <li>An effective and empowered team with clarity of purpose and an understanding of how their work programme contributes to the success of Te Tari Taiwhenua</li> </ul>
<p><b>Stakeholder and Relationship management</b></p> <p>Develops and maintains effective working relationships with a variety of stakeholders aimed at:</p> <ul style="list-style-type: none"> <li>Building trust, rapport and credibility of the work programme</li> <li>Managing input, buy-in and commitment to implementing the Te Aka Taiwhenua/Crown Māori Relationships work programme</li> <li>Fostering a joined up approach across Te Tari Taiwhenua of the work programme</li> <li>Managing potential risks effectively.</li> <li>Maintaining up-to-date knowledge about developments in the wider NZ government.</li> <li>Realising opportunity for internal and external collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>Principal Advisor is able to effectively influence key stakeholders on the best approach implementing the Te Aka Taiwhenua/Crown Māori Relationships work programme</li> <li>Principal Advisor is seen as a trusted, credible advisor and effective leader of the Te Aka Taiwhenua/Crown Māori Relationships work programme</li> <li>Key stakeholders feel well-supported on key issues</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul> <p><b>Health and safety (for team)</b></p> <ul style="list-style-type: none"> <li>Inform, train and equip staff to carry out their work safely</li> <li>Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries</li> <li>Assess all hazards promptly and ensure they are managed</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>All requirements of DIA's Health and Safety policy and procedures are met.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Executive	✓					✓
	Executive Leadership Team	✓					✓
	SLC	✓		✓			✓
	Pou Arahi, SDO		✓	✓			
	Director, Māori Strategy and Relationships, IKS		✓	✓			
	Manager, Culture and Capability		✓				
	Chief Legal Advisor		✓				
	Manager, Governance Risk and Assurance		✓				
	Senior Advisor				✓	✓	
	Advisor				✓	✓	
External	Colleagues in other government agencies		✓	✓	✓		
	Māori stakeholders		✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z

Your delegations	
Direct reports	1-3
Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">People Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Setting expectations</li> <li>• Encouraging innovation</li> <li>• Building effective teams</li> <li>• Identifying talent and developing others</li> <li>• Motivating others to achieve results</li> <li>• Developing business acumen</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Senior experience in a principal advisory role, including:               <ul style="list-style-type: none"> <li>◦ Designing, developing and delivering plans, strategies and interventions and related policies, tools and frameworks</li> <li>◦ Working with a range of generic capability, tools and frameworks</li> <li>◦ Leading projects</li> <li>◦ Working at a corporate level within a large organisation</li> <li>◦ Managing a wide range of relationships including with Māori stakeholders</li> </ul> </li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• In-depth understanding of organisational strategy</li> <li>• Comprehensive understanding of strategy and policy development and planning processes and the implications for Māori responsiveness and effectiveness in the Public Service</li> <li>• Understanding of Te Ao Māori, tikanga Māori and Māori cultural protocol</li> <li>• Some competency in Te reo Māori is desirable</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent relationship building/management, negotiation, influencing and communication skills</li> <li>• Strategic thinking and thought leadership ability</li> <li>• Ability to translate strategy into operational plans</li> <li>• Critical thinker with strong ability to diagnose capability gaps and identify solutions</li> <li>• Adapting to change and leading change</li> <li>• Having tenacity, courage and integrity</li> </ul> <p><b>Other requirements</b></p>

<b>Your success profile for this role</b>	<b>What you will bring specifically</b>
	<ul style="list-style-type: none"><li data-bbox="821 224 1228 257">• A tertiary level qualification</li></ul>