

# Community Advisor

## Service Delivery & Operations - Kāwai ki te Iwi, Community Operations - Hāpai Hapori

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.

- **Reporting to:** Manager Regional/National Services
- **Location:** various communities, within NZ
- **Salary range:** Delivery G

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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

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### 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, Manaakitanga, Whānaungatanga, He Tāngata.

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>Community Development Advisory Services</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Provide advice to community groups and organisations to assist them to access and manage funds and resources</li> <li>• 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</li> <li>• 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</li> <li>• Assist community groups and organisations with the development, maintenance, and evaluation of community initiatives</li> <li>• Provide ongoing assessment of the needs of communities, hapū and iwi to ensure that these are reflected in strategic resource decisions</li> <li>• Provide mentoring, as appropriate, to community development workers and others</li> </ul>	<ul style="list-style-type: none"> <li>• Community Development Advisory Services contribute to informed, skilled, supported, and resourced community and voluntary sector, communities, hapū and iwi</li> <li>• Community Development Advisory Services create convenient access to relevant government information, resources and services</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Represent the Department at relevant forums, seminars and events</li> <li>• Work with customers to identify their strengths and challenges, and to advise on the development of appropriate strategies</li> <li>• 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</li> </ul>	<p>Relationship management ensures effective partnerships between and within the community and voluntary sector, communities, hapū and iwi, and, local/central government</p>
<p><b>Servicing Decision Makers (including Ministers, Lottery and COGS Distribution Committees, Crown Funding Panels, &amp; Trusts)</b></p> <ul style="list-style-type: none"> <li>• Coordinate decision making groups, ensuring appropriate secretariat services are provided</li> <li>• Manage the decision makers' meeting process and schedule</li> <li>• Coordinate the strategic planning process for decision makers</li> <li>• Provide high quality, specialist, and timely advice to decision makers, Ministers, Members of Parliament, and other stakeholders through appropriate channels</li> <li>• Proactively manage attendance of members, ensuring they are fully briefed and prepared prior to meetings</li> <li>• Coordinate and deliver orientation and policy/process training to decision makers</li> <li>• Manage the public selection process for the COGS local distribution committee members</li> <li>• Manage the grants process including monitoring, reporting, and accountability requirements of funding grants</li> <li>• Provide high quality advice and information to inform annual reporting requirements</li> <li>• Prepare and contribute to annual committee budgets and committee reports where appropriate</li> </ul>	<p>Decision making groups receive high quality secretariat services and robust advice</p>

What you will do to contribute	As a result we will see
<p><b>Development &amp; Administration</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development, implementation, and review of internal/external projects as required</li> <li>• Contribute to and inform policies and procedures as required</li> <li>• Undertake administrative and business process tasks as required</li> <li>• Participate in and contribute to team meetings, the development of individual and team work programmes, priority setting, and annual business planning processes</li> <li>• Communicate and report against individual and team work programmes, and team planning commitments</li> <li>• Contribute to continuous improvement and new initiatives</li> <li>• Keep up to date and ensure own understanding of departmental changes</li> <li>• Undertake peer review duties where required</li> <li>• Identify and actively manage business risks, including reporting on and mitigating risk as appropriate</li> <li>• Support, contribute to and align with Community Operations and the Department’s workplace vision, culture and values</li> </ul>	<p>Development, administration and management functions, including the grant management process, are robust and have integrity</p>
<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>	<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>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Applicable Manager Regional/National Services	✓	✓	✓	✓		✓
	All relevant Department managers and staff	✓	✓	✓	✓		✓
External	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	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Nil
Direct reports	Nil
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="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Substantial experience in community development and advice, or in a related field, e.g. sector development</li> <li>• Proven experience in working across a range of different activities drawing on a range of different skills</li> <li>• Proven experience in managing diversity to problem solve and strengthen long term effectiveness of an organisation</li> <li>• Experience in presenting to diverse and large groups</li> <li>• Demonstrated experience managing diverse stakeholder relationships</li> <li>• Demonstrated experience working effectively in a pressured environment (including pressures of ambiguity, time, resourcing, complexity, change, and interpersonal relationships)</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of the principles of community development</li> <li>• Demonstrated understanding of relationships in and between communities</li> <li>• A working knowledge and understanding of the community and voluntary sector</li> <li>• A working knowledge and understanding of the governance and infrastructure requirements within the community and voluntary sector and interpretation of financial information</li> <li>• Proven understanding of the Treaty of Waitangi in a public sector context</li> <li>• Proven understanding of Tikanga Māori</li> <li>• Proven intercultural awareness and skills</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Proficient interpersonal and negotiation skills</li> <li>• Demonstrated project management skills, including project planning, implementation,</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>risk management and evaluation</p> <ul style="list-style-type: none"><li>• High level problem solving and decision making skills using professional judgement</li><li>• A high standard of written and oral communication skills</li><li>• Demonstrated community engagement, consultation, and facilitation skills</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A current driver's licence</li></ul>