

Taumata Arowai

SENIOR GOVERNANCE ADVISOR POSITION DESCRIPTION

Position title	Senior Governance Advisor
Reports to	Head of Strategy and Insights
Business Unit	Strategy and Insights
Location	National Office, Wellington
Type	Permanent fulltime
Salary Range	\$96,000 - \$123,700
Date	February 2021

Background and Context

In 2019, Cabinet made decisions to reform the drinking water regulatory system, including the creation of a new regulatory body to oversee, administer and enforce this system. Legislation to establish this Crown entity, known as Taumata Arowai (the Water Services Regulator) was passed in July 2020 with a commencement date in March 2021.

As Taumata Arowai will be a Crown entity, the Chief Executive will report to a governance board. It will also need to act consistently with the principles of the Treaty of Waitangi and Te Mana o Te Wai and to engage with Māori and understand perspectives of Māori. A Māori Advisory Group (MAG) will advise Taumata Arowai in this respect.

This work is part of a wider package of regulatory reforms to address issues and opportunities highlighted by the Government Inquiry into Havelock North Drinking Water and in the Government's Three Waters Reform Programme.

Working effectively with Māori

As Taumata Arowai will be 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.

Spirit of Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āiane, 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 hāpori, 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 Purpose

The Senior Governance Advisor will support the effective functioning of the Taumata Arowai's Board and Māori Advisory Group (MAG), acting as a trusted governance advisor to the Chief Executive, Leadership Team, Board and Maori Advisory Group. They will provide expertise and advisory services to the Board and Māori Advisory Group and coordinate and manage all official correspondence.

The Senior Governance Advisor is a member of the Strategy and Insights Team who provide strategic leadership and direction to the organisation.

Staff

Nil

Delegations

Nil

Key Accountabilities

As a Crown agency, it is likely that the scope and functions of positions within Taumata Arowai will evolve over time as Taumata Arowai grows and matures. Responsibilities of this position are expected to change over time as Taumata Arowai responds to these changing needs.

Board and Māori Advisory Group

- Provide the Board and Māori Advisory Group with appropriate formal secretariat and advisory services to enable them to undertake their statutory functions and duties
- Work with the Board and MAG Chairs to implement and ensure good governance practice
- Provide analysis and quality assurance to ensure papers meet organisational standards and take remedial action as required
- Contribute to the development, implementation and evaluation of governance frameworks, standards and practices in conjunction with the Board and MAG Chairs
- Work closely with the Executive Assistant to the Chief Executive to facilitate the planning and logistics of Board and MAG meetings
- Contribute to Board and Māori Advisory Group appointment processes including providing input to the advice to the Minister and the documentation to support recommendations
- Manage sensitive, private and confidential information appropriately
- Coordinate in conjunction with the Board, the development of the Annual Report, Statement of Intent and Statement of Expectations
- Provide advice, guidance and coaching to the Chair of the Board and Chief Executive ahead of any Select Committee appearances
- Maintain the organisation's Governance Manual and ensure currency with any Public Service Commission requirements or guidelines
- Coordinate the development and confirmation of the Board and Māori Advisory Groups Terms of Reference and Memorandum of Understanding

Official Correspondence

- Coordinate all official correspondence requests and assess for complexity and sensitivity before allocating to relevant team for preparation
- Prepare and draft complex or sensitive official correspondence as required
- Complete a final review of all official correspondence on behalf of the organisation
- Ensure there are systems in place to check all official correspondence for quality, consistency and timeliness of responses

- Provide advice and expertise to managers on responding to and handling information requests
- Contribute to the preparation and delivery of official correspondence
- Ensure sensitive issues are handled appropriately including working with the Legal and Communications teams as necessary

Ministerial Services

- Draft responses to Ministerial requests and parliamentary questions from the monitoring agency
- Respond to the Minister’s office for requests for information in a timely manner
- Develop and maintain productive working relationships with the Minister’s office and monitoring agency

Relationship Management

- Build and maintain effective working relationships with the Minister’s office and any other partners and key stakeholders
- Build collaborative and constructive relationships across the agency to facilitate the development of official correspondence and ministerial support

Health and safety (for self)

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do in the event of an emergency
- Cooperate in implementing return to work plans
- Inform, develop and equip staff to carry out their work safely

Key Relationships

Internal	External
Board and MAG Chairs Board Māori Advisory Group Chief Executive and Leadership Team Legal Team Communications Team Managers and staff	Minister’s office Monitoring agency

Person Specification

Qualifications

Relevant tertiary qualification (Arts, Law, Public Policy)

Experience

- Experience serving a senior executive team, advisory or statutory body
- Significant experience coordinating and drafting official correspondence including Official Information Act requests, Parliamentary Questions and Ministerials
- Experience working with Minister’s offices desirable
- Experience working at a strategic level in a te Ao Maori context

Knowledge

- Understanding of the machinery of government and parliamentary processes, conventions and functions
- Understanding of the Official Information and Privacy Acts
- Understanding of roles, functions and obligations of Crown entities
- Understanding of governance frameworks in public sector settings

Skills and Attributes

- Strong political acumen and ability to apply a political lens to issues
- Ability to interpret and apply legislation to a range of situations
- Strong oral and written communication skills including writing formal correspondence
- Attention to detail, ability to prioritise workloads, work under pressure and to tight timeframes
- Ability to work with ambiguity and complexity and demonstrate resilience
- Proficient note taker at a senior leadership team level
- Demonstrated ability to build credibility with senior leaders to engage and provide support
- Demonstrated ability to act professionally and with discretion
- Demonstrated commitment to the principles of the Treaty of Waitangi and te Ao Māori