

Position Description

Position Title	Senior Advisor
Function	Strategy and Influence
Location	Wellington
Reports to	Chief Advisor
Last Review Date	May 2021

Ngā Mātāpono

NGĀ MĀTĀPONO	PRINCIPLES
<i>He reo tuku iho te reo taketake o Aotearoa</i>	The indigenous language of Aotearoa is culturally transmitted
<i>Ko ngā iwi me ngāi Māori ngā purutanga mauri o 'Te Whare o Te Reo Mauriora'</i>	Māori people are the custodians of the vitality of 'Te Whare o Te Reo Mauriora'
<i>Poua, whakatipuria, tāwharautia te reo ūkaipō i roto i ngā hapori</i>	Reintroduce, grow and protect Māori language as a nurturing first language in our communities
<i>Kia raka te mauī, kia raka te katau</i>	The Crown and Māori work together towards a shared vision
<i>Kia ū ki te wairua Māori</i>	Be true to Māori ethos

About Te Mātāwai

Te Mātāwai was established under Te Ture mō Te Reo Māori 2016 (The Māori Language Act 2016), as an independent statutory entity to act on behalf of iwi and Māori. Its purpose is to:

- provide leadership in promoting the health and well-being of te reo Māori for iwi and Māori, and at the community level;
- support, inform and influence the Crown's initiatives in protecting, promoting and revitalising te reo Māori;
- give effect, through its association with Ministers of the Crown, to the relationship of the Crown with iwi and Māori in relation to te reo Māori; and
- in conjunction with the Minister and the Minister of Finance, to provide oversight of, and direction to the Māori Television Service.

Purpose of the Position

This role provides strategic support to the Chief Advisor in the leadership of Te Mātāwai strategic framework as well as identifying and providing expert advice on emerging opportunities, policy issues and potential solutions for language revitalisation.

The Senior Advisor will work proactively across the two strategies (Maihi Māori and Maihi Karauna) and will also provide advice to other agencies about their strategies.

The role is expected to provide specialist policy development expertise around the Te Mātāwai strategic framework, leading project groups, and managing change relating to the implementation of the framework.

With Delegations

This position has the following management responsibilities:

Human Resources staffing

- Direct reports – 0
- Indirect - 0

Financial

None

Relationships

The position is required to build and maintain the following relationships:

Internal (within Te Mātāwai)

- Te Tumu Whakarae (CEO)
- Chief Advisor
- Te Mātāwai Leadership Team
- The Board
- Other staff members

External (outside Te Mātāwai)

- SOGG (Officials)
 - Te Reo Māori Agencies
 - Te Māngai Pāho
 - Te Taura Whiri
 - Māori Television Service
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Key accountabilities

The following key accountabilities of this role is to assist in delivering the Te Mātāwai vision and mission:

Innovative Thinking

- In an innovative way, identify and advise on emerging opportunities, policy issues and potential solutions for language revitalisation.
- Provide professional and thought leadership in the ongoing refinement of the Te Mātāwai strategic framework and policy position.
- Analyse aspects of the strategic framework using appropriate quantitative and qualitative techniques to ensure policy initiatives are evidence-based.
- Work proactively with the sector and other stakeholders to create and implement collaborative and practical solutions.

Advice and Influence

- Monitor the alignment of Government advice and interventions with the Maihi Māori strategy and language revitalisation priorities.
- Prepare policy advice, comment, Te Mātāwai accountability documents including Te Tauāki Whāinga/Statement of Intent, Kirimana Hoko/Purchase Agreement, Te Pūrongo Ā-Tau/Annual Report and Pūrongo 4 Marama/Four-monthly Reports.
- Prepare Te Mātāwai responses to Ministerial /official requests for comment or advice.
- Support the Board and Te Tumu Whakarae to lead the development and implementation of the Maihi Māori, and report on progress in effecting it.
- Work with/supporting Board representatives to ensure Kāhui priorities are integrated into Te Mātāwai advice to Crown/Government agencies.
- Inform Kāhui of Government interventions that may impact on language revitalisation efforts.

Statutory and Governance Functions

- Lead the preparation of Te Mātāwai accountability documents including Te Tauāki Whāinga/Statement of Intent, Kirimana Hoko/Purchase Agreement, Te Pūrongo Ā-Tau/Annual Report and Pūrongo 4 Marama/Four-monthly Reports.
- Co-ordinate process for Te Mātāwai nominations to the Boards of Te Māngai Pāho and Te Taura Whiri i Te Reo Māori.

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- Co-ordinate process for Te Mātāwai appointments to the Māori Television Service Board.
 - Support the Board to establish candidate suitability for nominations and appointments.
 - Co-ordinate Te Mātāwai responsibilities to manage spectrum management rights in accordance with the Spectrum Management Rights Deed.
 - Prepare Ministerial correspondence on behalf of Te Tumu Whakarae.
 - Prepare Te Mātāwai response to Ministerial/official requests for comment or advice.

Relationship Management

- Develop effective relationships with other Te Mātāwai managers and staff to transfer knowledge and learning from the team to the wider organisation.
- Builds and maintains effective relationships and partnerships with internal and external stakeholders, as necessary, to share best practice and to promote Te Mātāwai, its services and mission.
- Engages with and influences government agencies to drive the strategic priorities of the implementation of revitalisation initiatives.
- Able to apply an outward looking approach to building relationships with key stakeholders, understands the different perspectives and is able to manage differences of view and reflecting them in advice.

Engagement

- Influence internal and external stakeholders with regards to Te Mātāwai overall strategy, direction and expected outcomes for te reo Māori for iwi and Māori, and at community level across New Zealand.
 - Monitor through influence the delivery of the annual strategy priority areas for te reo Māori within a number of Ministries and Crown agencies.
 - Provide advice and guidance to Crown agencies on how they may contribute to developing or implementing the Māori language strategies.
 - Leverage Crown/Government and private sector investments in Māori language revitalisation efforts.
 - Monitor and reporting on Maihi Karauna progress, and the impact of Government activities on whānau and communities.
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Qualifications, skills, knowledge and experience

You must have the following qualifications, skills and experience:

- A relevant tertiary qualification is required;
 - Experience in government and/or public sector dealing with high level policy design, statutory and compliance frameworks;
 - Sound experience in a senior policy position;
 - Expert knowledge of, and experience in, the machinery of government and strategy and policy development processes;
 - Sound Knowledge of current government context, policy agenda and priorities relating to te reo Māori;
 - Demonstrated experience in developing strategies/new frameworks or approaches to achieve specific goals;
 - Strong analytical and strategic thinking skills; able to critically think through complex issues and provide clear, accurate and well-reasoned analysis;
 - Able to integrate Māori issues and perspectives into advice;
 - Strong communication (written and oral) and relationship management skills;
 - A passionate advocate for the revitalisation of te reo Māori and an active participant (kanohi kitea) in te ao Māori.
 - Proficient in te reo Māori and English;
 - Experience in working with whānau, hapū, iwi, Māori organisation's and Māori communities;
 - Politically aware and comfortable working within the political context;
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- Ability to identify, build and actively manage significant relationships, valuing diverse perspectives and experiences.
 - Proficient in Microsoft Office 365 suite; and
 - Sound understanding of tikanga and Treaty of Waitangi principles.
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**Indicative Salary
Range**

\$110,000 - \$132,000
