

## He Whakatairanga Tūranga | Position Description

Position:	Aporei, Haumitanga   Principal Advisor		
Team/Directorate:	Te Haumitanga   Investments		
Te Puni:	Te Puni Rohe   Regions		
Reports to:	Kaiārahi, Haumitanga   Manager, Investments		
Location:	Te Tari Matua, Pōneke   National Office, Wellington		
HR Delegations	NIL	Financial Delegations	NIL
Date:	Haratua 2024		

### Mō Te Puni Kōkiri | Te Puni Kōkiri Statement

Te Puni Kōkiri leads policy advice to the Government on Māori development and Iwi and Māori relations with the Crown. To do this effectively we must position ourselves to elevate our monitoring and mentoring responsibilities and emphasise our role in holding other agencies to account for delivery of public services to, for and with Māori.

Our vision is Thriving Whānau – *when whānau are thriving, so do their communities, hapū, iwi and all of Aotearoa*. This vision drives our efforts to build an Aotearoa New Zealand by *drawing strength from our past to build an Aotearoa New Zealand where whānau can all stand, thrive and belong*.

There are two key approaches that frame our work and position us for strategic influence by ensuring that, over time, government effort is aligned to evidence-based approaches that work, for and with Māori:

- Delivery approach – Whānau-centred, locally led, government enabled.
- Policy approach – Te Tautuhi ō Rongo public policy framework.

Our strategic priorities areas:

- Whānau Ora
- Māori economic development and growth
- Monitoring and mentoring
- Māori language and culture
- Iwi and Māori relations with the Crown

If you would like to find out more about Te Puni Kōkiri and our strategy, visit our website [tpk.govt.nz](http://tpk.govt.nz).

### Mō Te Puni Rohe | About Regions

The Regions Puni has the following core functions:

- Manage and advise on investment in innovative initiatives that build capability and readiness of whānau and Māori communities to achieve their aspirations, leading to intergenerational transformation
- Maintain relationships and support engagement with, and broker and deliver services to, iwi, hapū and whānau on strategic priorities for government
- Develop and implement regional strategies and plans to improve Māori wellbeing and support development.



## Mō te Tīma | About the Team

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The Investments team is responsible for managing and advising on investment in whānau-centred, locally led, government enabled initiatives that support whānau, hapū, iwi and Māori communities to achieve their aspirations, leading to intergenerational transformation.

## Mō te Tūranga | About the Role

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The Principal Advisor, Investments will lead, and play a significant role in, the delivery of investment projects and outcomes, with a strong focus on building relationships, and work as part of a team to deliver effective investments across a portfolio of investment funds.

The Principal Advisor, Investments manages and maintains a network across Te Puni Kōkiri, and works closely with stakeholders, including the recipients of our investments. They work across the enterprise to monitor the performance of both the outcomes achieved by investment partners, and the investment funds.

They will maintain strong connections with our regional network, and across the enterprise, to identify and manage issues and risks. They will work collaboratively and flexibly as work arises.

The Principal Advisor will provide leadership and mentorship to junior staff. They will also provide technical leadership within specific work areas and projects, work collaboratively across the Ministry and flexibly as priorities emerge and change.

## Ngā Haepapa me ngā Kawatau | Accountabilities & Deliverables

### Technical Investment Expertise

- Lead technical management systems and processes in the Investment Directorate and across Te Puni Kōkiri.
- Lead and support projects that are informed by a sound understanding of the technical aspects for the investment funds and working with the internal and external stakeholders.
- Provide high quality investment advice and recommendations to the Portfolio Managers, the Executive Team, and key stakeholders.
- Identify and share results through sound evidence-based reporting on projects/funds.

### Investment programme and project management

- Leading relationships with stakeholders to deliver a portfolio of investment funds and projects, including the development of key milestones, timelines, consultation, processes, risk analysis and resourcing requirements.
- Provide timely and accurate reporting on the status of projects and investments, including identifying and mitigating risks.
- Prepare briefings, reports, and respond accurately and efficiently to enquiries.
- Assess applications for funding from kaitono, supporting and challenging regional and national colleagues as appropriate, and enabling kaitono to provide relevant evidence to enable consistent and appropriate investment decisions.
- Preparing and submitting assessments to appropriate internal decision-making committees/individuals.
- Liaising with kaitono and kaimahi as appropriate to ensure due diligence is completed.
- Maintaining system data and intelligence.



- Working with regional and national kaimahi to collate interim and final project reports from kaitono and in relation to fund performance and impact.
- Supporting with other work as required, including drafting process and procedural material as appropriate.

#### Strategy and planning

- Contribute significantly to the development and implementation of Te Puni Kōkiri's investment plan
- Support the investment planning and reporting cycle aligned with the annual budget cycle
- Co-ordinate input into the Ministry's external reporting processes

#### Performance monitoring and reporting

- Lead and contribute to development of regular performance monitoring reports
- Lead and contribute to the development of performance reports that showcase the impact and outcomes of Te Puni Kōkiri's investments
- Develop case studies that provide a narrative on the impact of TPK's investments.

### Mōu – Ngā Pūkenga me ngā Wheako | About You – Skills & Experience

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- Proactively identify and manage issues and risks
- Strong interpersonal skills and the ability to operate with a diverse and flexible team of personnel
- In depth understanding of due diligence, proposal assessment, and contract management
- Have highly developed conceptual and analytical skills and experience in developing and implementing workable solutions to ambiguous and complex problems.
- Have a broad understanding of The Treaty of Waitangi and Te Tiriti o Waitangi and recognise the importance of the Treaty from both Māori and Crown perspectives.
- Are comfortable in an ao Māori environment and are comfortable in situations where tikanga is observed.
- A level of competency in te reo Māori, or a willingness to learn.
- Understand the Te Puni Kōkiri Strategic Vision and understand what that success looks like.
- Understanding of the machinery of government and the political environment Te Puni Kōkiri operates in.
- Demonstrate sound understanding of our privacy framework, which includes privacy strategy, personal information policy and personal information processes.
- Having a working knowledge and awareness of compliance obligations in respect of the Official Information Act 1982 (OIA) that includes processing, compiling and informing response decisions to IA requests