

Position Description

Position:	Kaitohutohu, Te Aroturukitanga o te Rāngai Tūmatanui Advisor, Public Sector Monitoring		
Team/Directorate:	Te Aroturukitanga o te Rāngai Tūmatanui, Te Aroturukitanga o te Ahunga Pūnaha Public Sector Monitoring, System Performance Monitoring		
Te Puni:	Te Puni Rautaki Strategy		
Reports to:	Kaiārahi, Te Aroturukitanga o te Rāngai Tūmatanui Manager, Public Sector Monitoring		
Location:	Te Iho, Pōneke National Office, Wellington		
HR Delegations	nil	Financial Delegations	nil
Date:	Whiringa-ā-rangi 2025		

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 o 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.

Mō te Puni Rautaki | Strategy

- The Strategy Puni supports the Executive Leadership Team to shape and drive Te Puni Kōkiri's long-term strategic direction. As a key strategic enabler, it leads the development and implementation of robust strategies, provides clear frameworks for decision-making, and demonstrates the impact and effectiveness of the public sector in delivering outcomes for whānau, hapū, and iwi. An extension of this is the Communications function, which strengthens the organisation's ability to connect and influence by improving communication effectiveness, fostering media relationships, refining systems and processes, and unifying our brand across all channels.

- The Strategy Puni ensures that strategic intent is clearly understood and executed across the enterprise. It integrates strategic plans and performance systems, maintaining a disciplined focus on priority outcomes through robust planning and portfolio management. By embedding accountability and alignment, it translates long-term direction into tangible results and enables the organisation to track progress and demonstrate impact.
- The Strategy Puni is the system lead for monitoring the adequacy of service delivery for Māori and the delivery of Treaty Settlement commitments across government. Through evidence-informed advice, it helps agencies to better understand performance and make decisions that improve outcomes for communities, hapū, iwi, and all of Aotearoa. This role ensures that Māori perspectives are reflected in system performance and that commitments are honoured in practice.
- The Strategy Puni also leads the development of an accessible and robust evidence base to inform strategy-setting, policy development, and monitoring activities. By curating and integrating high-quality data, it provides the insight needed to ground decisions in analysis, strengthen accountability, and support improved outcomes for Māori.

Mō te Tima | About the team

The Public Sector Monitoring teams have overall responsibility for a range of activities that will enable Te Puni Kōkiri to have more strategic influence over public sector performance.

The teams play a key leadership role in ensuring the Ministry fulfils its statutory obligation to monitor the adequacy of public services to and for Māori as outlined in the Ministry of Māori Development Act 1991, to ensure that Te Puni Kōkiri fulfils the Cabinet directive to monitor and report on Treaty Settlements, and to monitor and advise on performance of Whānau Ora.

The teams carry out this role by developing and applying robust monitoring frameworks, evidence-based analysis and performance reporting. They use insights from this monitoring to develop and provide pragmatic policy analysis and advice that informs Ministerial priorities and influences the public sector to improve performance.

They play a proactive role in influencing other agencies by collaborating with central agencies, Post Settlement Governance Entities and other stakeholders to strengthen public sector effectiveness for Māori. They work actively with other agencies to mentor them to lift performance for Māori.

Mō te Nohoanga | About the role

Advisors in the Public Sector Monitoring team are responsible for providing high-quality analysis and advice that contributes to *Thriving Whānau*.

Advisors are expected to manage smaller projects and contribute to team capability. They are responsible for:

- Producing and influencing robust analysis, advice and operational support.
- Assisting in the development of high-quality monitoring and reporting outputs by providing accurate analysis, contributing to team initiatives, and maintaining quality standards.
- Collaborating with peers across Te Puni Kōkiri and other government departments to support engagement with external stakeholders.
- Contributing to the preparation of advice to inform decision-making by senior leaders.

- Representing the monitoring position of Te Puni Kōkiri to a wide range of audiences, including in politically sensitive contexts.
- Demonstrating sound judgement, analytical capability and agility in complex and inter-sectoral environments.

Ngā Haepapa me ngā Kawatau | Accountabilities and deliverables

Technical expertise

- Produce and influence the development of innovative approaches to monitoring of the public sector.
- Support the development and implementation of monitoring frameworks and contribute to system-level reporting.
- Conduct environmental scanning to anticipate emerging issues and trends.
- Use standard tools and techniques to develop monitoring and reporting products and approaches.

Leadership

- Provide peer review of monitoring and reporting outputs.
- Proactively share ideas for improving tools or processes and ways to adapt to new systems or methods.

Delivery of work programme

- Support the delivery of the Public Sector Monitoring multi-year work programme by contributing analysis, reporting, and operational tasks aligned to priorities.
- Support innovative approaches in public sector monitoring and delivery for Māori that reflects best practice.
- Work collaboratively and effectively in project teams.
- Manage specific projects and initiatives within the Strategy Puni.
- Provide coordination and support to the wider monitoring programme of work.
- Take collective responsibility for decisions made.
- Provide professional insight and expertise to strategic planning processes.
- Ensure environmental shifts are anticipated, planned for, and reflected in the work programme.

Stakeholder relationship management

- Support engagements with internal and external stakeholders and other government agencies on complex data, evidence and monitoring matters.
- Prepare clear reports and summaries that are tailored to the audience.
- Provide clear, tailored advice using effective written and verbal communications to support the General Manager and Deputy Secretary.

Mōu – Ngā Pūkenga me ngā Wheako | About you – skills and experience

- A tertiary qualification relevant to policy analysis or performance monitoring in the public sector.
- Ability to interpret and apply a variety of data, analytics, and other sources of performance information to develop and communicate performance insights and implications.
- Ability to take initiative in managing discrete monitoring projects.
- Understanding of the relevance of the Treaty of Waitangi to the work being undertaken.
- Excellent written and oral communication skills.
- The ability to work in collaboration with peers and to influence key stakeholders.
- A high level of personal integrity and courage.
- Understand the importance of traditional and contemporary knowledge for Māori development.
- Broad understanding of Te Tiriti o Waitangi and the importance of Te Tiriti from both Māori and Crown perspectives.



- General knowledge and respect of tikanga, and ability to work effectively with whānau, iwi, hapū and other stakeholders as part of the work at Te Puni Kōkiri.
- 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.
- Having a working knowledge and awareness of compliance obligations in respect of the Official Information Act 1982.
- Demonstrate sound understanding of our privacy framework, which includes privacy strategy, personal information policy and personal information processes.