

Position Description

Position:	Kaitohu Matua Senior 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

Senior Advisors in the Public Sector Monitoring team work collaboratively across the Strategy Puni, providing leadership, influence, and high-quality advice to help achieve *Thriving Whānau*. Senior Advisors lead larger or more complex monitoring and advisory projects, providing guidance and mentoring to less experienced staff and supporting managers in building team capability. They are responsible for:

- Leading and influencing the development of innovative monitoring initiatives.
- Contributing to a strong foundation of high-quality monitoring advice and practice, applying data and evidence to drive performance insights.
- Developing and delivering high quality monitoring advice including clear and influential strategic advice to key internal and external stakeholders.
- Collaborating with peers within Te Puni Kōkiri and across government to develop policy that supports *Thriving Whānau*.

- Representing the position of Te Puni Kōkiri to a wide range of audiences, including in politically sensitive contexts.
- Demonstrating excellent judgement, monitoring capability, and agility in complex, inter-sectoral environments.
- Supporting initiatives that build team capability and contributes to the coordination and prioritisation of monitoring advice.
- Working collaboratively across Te Puni Kōkiri and with external stakeholders to ensure outputs are relevant and impactful.

Ngā Haepapa me ngā Kawatau | Accountabilities and deliverables

Technical expertise

- Lead and influence the design and improvement of monitoring frameworks, ensuring alignment with Te Puni Kōkiri, Ministerial and Government priorities.
- Use a range of established tools and techniques to develop monitoring products and approaches.
- Apply policy analysis and related skills to analyse the implications of performance analysis.
- develop influential advice for different audiences on appropriate and impactful responses and solutions that are appropriate to the context.
- Provide clear, tailored advice using effective written and verbal communications to support the General Manager, Deputy Secretary, Secretary and Ministers.
- Conduct environmental scanning to anticipate emerging issues and trends.

Leadership

- Develop and maintain quality standards and processes for policy analysis.
- Provide professional insight and expertise to strategic planning processes.
- Ensure shifts in the environment are anticipated, planned for, and reflected in the work programme.
- Offer constructive analysis and guidance to strengthen monitoring outputs.

Delivery of work programme

- Contribute to the design and delivery of the Public Sector Monitoring multi-year work programme by applying analytical expertise, coordinating inputs, and aligning outputs to priorities.
- Contribute to innovative approaches in public sector monitoring and delivery for Māori that reflects best practice.
- Lead monitoring projects at an appropriate level.
- Provide advice on agency and/or system level improvements to address the findings from monitoring and reporting.
- Support the Manager to apply monitoring frameworks and allocate work effectively.
- Develop and maintain quality standards and processes for policy analysis.
- Work collaboratively and effectively in project teams.
- Take collective responsibility for decisions made.
- Provide advice on key issues in your area of work.

Stakeholder relationship management

- Lead and contribute to inter-sectoral approaches to development of monitoring advice.
- Build networks for information exchange within Te Puni Kōkiri.
- Develop and demonstrate influence within the public sector, and elevate the role of Te Puni Kōkiri as a system performance monitor.
- Identify and manage relationships with key stakeholders.
- Stay informed of changes in relevant areas and provide timely advice and information.



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

- A tertiary qualification in public management or experience in a public sector role.
- Demonstrable knowledge of machinery of government and public sector mechanisms to influence strategic planning, prioritisation, and design of services for Māori.
- Strong analysis and performance monitoring background in the public sector in the context of policy and programmes.
- Ability to interpret and apply a variety of data, analytics, and other sources of performance information to develop and communicate performance insights and implications.
- Experience leading complex monitoring projects and mentoring others to build analytical capability.
- Understanding of the relevance of the Treaty of Waitangi to the work being undertaken.
- Proven cross-agency engagement and influencing skills, including experience managing complex and multiple relationships to take full advantage of the perspectives and expertise of stakeholders.
- Experience in working with whānau, hapū, iwi, Māori organisations and Māori communities.
- Excellent written and oral communication skills.
- Proven planning and project management experience.
- The ability to work in collaboration with peers and to influence key stakeholders.
- A high level of personal integrity and courage.
- Strength in coaching and mentoring staff.
- 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(OIA) that includes processing, compiling and informing response decisions to IA requests.
- Demonstrate sound understanding of our privacy framework, which includes privacy strategy, personal information policy and personal information processes.