

Position Description

Position:	Kaitohutohu Matua Kaupapa Here Senior Policy Advisor		
Te Puni:	Te Puni Kaupapa Policy		
Reports to:	Kaiārahi Kaupapa Here Policy Manager		
Location:	Te Tari Matua, 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 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.

Mō te Puni Kaupapa | Policy

The Policy puni is strategy-led and results driven. It provides advice to the Government and Government agencies on strategic policy issues and evidence-based approaches to improve Māori wellbeing, Māori development and iwi and Māori relations with the Crown. The Puni's core value propositions include:

- leading across the public sector to understand and prioritise Māori aspirations, needs and opportunities impacting on wellbeing and development
- providing high quality, evidence-based advice that is anchored in the cultural context of iwi and Māori
- designing, applying and advising on Te Ao Māori and Te Tiriti-based frameworks for policy
- linking the voice of whānau into policy proposals and solution design.



Mō te Nohoanga | About the role

Senior Advisors lead larger or more complex 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, cutting-edge policy.
- Contributing to a strong foundation of high-quality policy advice and practice.
- Collaborating with peers within Te Puni Kōkiri and across government to develop policy that supports Thriving Whānau. This includes work on secondary policy advice to Ministers and other agencies.
- Representing the policy position of Te Puni Kōkiri to a wide range of audiences, including in politically sensitive contexts.
- Applying Te Tautuhi ō Rongo and other te ao Māori frameworks across all work and actively contributing to its evolution as a Treaty-anchored policy tool.
- Demonstrating excellent judgement, analytical capability, and agility in complex, inter-sectoral environments.

Ngā Haepapa me ngā Kawatau | Accountabilities and deliverables

Policy innovation

- Lead and influence the development of innovative policy, including high-quality analysis and research.
- Develop conceptual frameworks to underpin key areas of policy work.
- Lead and engage in rigorous discussion and debate to test ideas and strengthen advice.
- Conduct environmental scanning to identify and anticipate emerging issues and trends.
- Work collaboratively and effectively in project teams.
- Manage specific projects and initiatives within the Policy Puni
- Take collective responsibility for decisions made.
- Provide advice on key issues in your area of work.

Māori public policy leadership

- Influence policy thinking across the public sector on government priorities.
- Apply Te Tautuhi ō Rongo and other te ao Māori frameworks across all work.
- Promote with confidence the use of Te Tautuhi ō Rongo as a Treaty-anchored framework for policy development.

High quality advice and practice

- 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 policy outputs.
- Support the Manager to apply policy frameworks and allocate work effectively.
- Develop and maintain quality standards and processes for policy analysis.

Stakeholder collaboration

- Lead and contribute to inter-sectoral approaches to policy development.
- Build networks for information exchange within Te Puni Kōkiri and across the public sector.
- Identify and manage relationships with key stakeholders.
- Provide professional and timely advice and information to relevant stakeholders.
- Stay informed of changes in relevant key areas of iwi, hapū and Māori development and provide timely advice and information.

Representation

- Provide advice on controversial or politically sensitive issues.
- Support the Deputy Secretary, Secretary and Ministers in representing the policy positions of Te Puni Kōkiri.

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

- Hold a post-graduate degree in a related field or have relevant experience in the public sector.
- Have well developed conceptual and analytical skills and experience in developing and implementing workable solutions to ambiguous and complex policy issues, using a range of evidence.
- Able to provide clear, compelling and well-targeted free and frank advice to decision-makers.
- Have a good understanding of constitutional and government processes, systems and tools, and good policy practice
- Have a strong understanding of the political environment that shapes decision making, the Government's priorities, and the nature of the policy role of Te Puni Kōkiri.
- Can confidently apply Te Tautuhi ō Rongo and other te ao Māori frameworks to policy development and assist more junior staff to develop their experience to do the same.
- Solid domain knowledge of policy issues and context in one or more areas of policy focus for Te Puni Kōkiri.
- Able to be responsive to the priorities of the Government of the day, and work with agility in uncertain situations.
- Understand the Te Puni Kōkiri Strategic Vision and understand what that success looks like.
- Have highly developed communication skills, both oral and written, and can confidently and consistently produce high quality written advice with a clear purpose and can explain complex issues clearly to a range of audiences, including non-technical experts.
- A high level of commitment to detail, quality, thoroughness and delivery.
- Possess strong interpersonal skills, including the ability to operate with a diverse and flexible team of staff, and successfully influence key stakeholders at the appropriate level.
- Proven experience managing complex and multiple relationships to take full advantage of the perspectives and expertise of internal and external stakeholders.
- Can mentor people within the organisation and sector and/or can contribute to the development of policy capability.
- Have a broad understanding of The Treaty of Waitangi and Te Tiriti ō Waitangi and recognise the importance of the Treaty from both iwi, Māori and Crown perspectives.
- Are comfortable in a te ao Māori environment and are comfortable in situations where tikanga is observed.
- A level of competency in te reo Māori.
- Demonstrate sound understanding of our privacy framework, which includes privacy strategy, personal information policy and personal information processes.
- Have 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 OIA requests.