

POSITION DESCRIPTION

Ngā Taipitopito mō te Tūranga/Position Details		
Taitara/Position	Kaitohutohu Mātāmua	Principal Adviser
Rōpū/Group	Whai Hononga me te Mātauranga	Partnerships and Education
Ka noho takohanga ki/Reports to	Kaiwhakahaere, Whai Hononga me te Mātauranga	Manager, Partnerships and Education
Ngā Kaimahi Hāngai/ Direct Report	Kārekau	None
Taumata whakahaere pūtea/DFA level	Kārekau	None
Wāhi Mahi/Location	Te-Whanganui-a-Tara	Wellington
Te Rā/Date	Aperira 2022	April 2022

Ko tā mātau kaupapa	Our Purpose
<p>Ko Te Tari Tohutohu Pāremata (Te Tari) te tari tuhituhi ture o Aotearoa. Ka riro māna e:</p> <ul style="list-style-type: none"> tuhituhi i ngā Pire Kāwanatanga o Aotearoa (hāunga ngā Pire Tāke) me ngā ture pae tuarua i roto i te hōtaka ture a te Kāwanatanga tā i ngā Pire me ngā Ture katoa o Aotearoa, me ngā ture pae tuarua ka tuhia e Te Tari. <p>He tari tū Motuhake ā-ture Te Tari i runga i ngā tikanga o te Legislation Act 2019. Ka noho takohanga Te Tari ki te Rōia Matua o te Kāwanatanga, ā, ki te kore tētahi Rōia Matua, ko te Pirimia kē.</p>	<p>The Parliamentary Counsel Office (PCO) is New Zealand's law drafting office. It is responsible for:</p> <ul style="list-style-type: none"> drafting New Zealand Government Bills (except Inland Revenue Bills) and secondary legislation for the Government's legislative programme publishing all New Zealand Bills and Acts, and secondary legislation drafted by PCO <p>The PCO is constituted as a separate statutory office by the Legislation Act 2019. The PCO is under the Attorney-General's control or, if there is no Attorney-General, the Prime Minister.</p>

He aha ā mātau mahi	What we do
Ka mahi mātau me ētahi atu ki te tuhituhi ture e rite ana mō ana kaupapa, e aro ana ki ngā tikanga whakahaere kāwanatanga, ā, e wātea ana ki ngā kaiwhakamahi katoa.	We work with others to make legislation that is fit for purpose, constitutionally sound, and accessible to all users.



Ko Tō Mātau Hanga	Our Structure
E whā ngā rōpū pakihi o Te Tari: ko te Pūnaha me te Tautiakitanga; ko te Tuhituhi Ture; ko te Rautaki Whai Wāhi, Matihiko hoki me Ngā Ratonga Tari.	The PCO has four business groups: System and Stewardship, Drafting, Access and Digital Strategy, and Business Services.
Position Purpose	

The Principal Adviser Whai Hononga me te Mātauranga | Partnerships and Education leads the communications and engagement, education (internal and external) and Te Ao Māori strategy and capability functions of PCO. They will support PCO staff to enhance knowledge within PCO, build relationships with, and capability of, key external stakeholders, and ensure these functions are integrated into, and promote, PCO’s legislative stewardship strategy and PCO’s outcomes.

The Principal Adviser will contribute their knowledge, skills and networks to support the Partnerships and Education work programme, System and Stewardship Group and wider PCO. They will design, implement, monitor and report on priorities with alignment to PCO strategies and interventions.

Key Relationships

Internal key relationships are:

- Chief Parliamentary Counsel and members of the Executive Leadership Team
- Manager, Partnerships and Education / Kaiwhakahaere, Whai Hononga me te Mātauranga
- Manager, Legislative Stewardship / Kaiwhakahaere, Tautiaki i te Pūnaha Ture
- Members of the System and Stewardship Group
- Parliamentary Counsel
- Other managers and staff of PCO

External key relationships are:

- Public Service Agencies
- Key PCO partners (e.g. LDAC, Crown Law Office, Office of the Clerk and Parliamentary Service)
- Attorney General and the Office of the Attorney General
- Government Legal Network
- Tertiary Education sector
- Whānau, hapū and iwi

Key Accountabilities and Deliverables

Responsibilities of this position are expected to change over time as the Parliamentary Counsel Office responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Accountability or deliverable	Indicators of Success
<p>Advice <i>Effectively contributes to the delivery and implementation of advice and related tasks</i></p>	<ul style="list-style-type: none"> ● Applies deep professional knowledge and skills to their work. ● Capable of working with no supervision but tests possible solutions to problems. ● Has a deep knowledge and understanding of a range of education and partnership design approaches and frameworks relevant to their work, and uses the most appropriate approach in a given situation. ● Advice is innovative, timely and fit for purpose for the System and Stewardship Group, PCO and stakeholders.
<p>Delivery <i>Delivers and works with others to produce products that are fit-for-purpose, timely, and high quality.</i></p>	<ul style="list-style-type: none"> ● Designs and implements appropriate systems and processes that contribute to stewardship in the longer term. ● Works flexibly to develop advice, including briefings, reports and consultation documents in written and visual format. ● Effectively plans and manages their own and team members' work ● Identifies issues early and finds solutions to those issues. ● Scopes work and uses established connections or creates new connections related to areas that deliver the result the office needs. ● Takes a leadership role in complex, ambiguous and sensitive work

Accountability or deliverable	Indicators of Success
<p>System <i>Brings a systems-thinking approach to the work of the team and PCO</i></p>	<ul style="list-style-type: none"> • Understands PCO's priorities and objectives, and contributes to accomplishing them. • Leads a culture of learning and improvement and will ask questions, mentor, learn and share good practice. • Committed to building PCO systems that put the right people into place to deliver on strategic interventions. • Can see the bigger, intergenerational picture of the current system and will contribute to improving it.
<p>Revitalisation and commitment to te reo Māori and tikanga, Kawa Māori <i>A champion for Māori language, culture and customs</i></p>	<ul style="list-style-type: none"> • Committed to the revitalisation of te reo Māori as an everyday language of PCO and Aotearoa. • Knowledge of creating Mahere Reo Māori (Māori Language Plans) and Te Ture mō te Reo Māori 2016 an advantage. • A deep knowledge of Tikanga and Kawa and this is expressed in all you do.
<p>Committed to Te Tiriti o Waitangi <i>Constant improvement in the Crown to honour Te Tiriti o Waitangi</i></p>	<ul style="list-style-type: none"> • Deep understanding of Te Tiriti o Waitangi and is experienced in delivering positive outcomes in Māori development and advancement. • Ability to implement Te Tiriti o Waitangi across strategic and policy priorities. • Demonstrates the commitment to the bicultural relationship between Tangata Whenua and Tangata Tiriti.
<p>Education and Mātauranga Māori <i>Committed to lifelong learning, creativity, innovation and excellence</i></p>	<ul style="list-style-type: none"> • Experienced in nurturing, maintaining and advancing communities of learning and practice. • Experienced in designing, supporting the delivery of, and evaluating education and training programmes. • Applies innovation to pedagogical approaches in teaching and learning and can adapt these to the PCO context. • Supports and promotes the PCO Drafting educational suite and creates resources with and for drafters. • Competent in Mātauranga Māori educational settings with developed networks, and the ability to advise and mentor others where needed. • Co-Lead the implementation and review of Education strategy. • Co-Lead the development and implementation of Te Ao Māori Strategy. • Co-lead the development and implementation of the Mahere Reo Māori. • Supports the development and implementation of the Legislative Stewardship Strategy • Supports the development and implementation of other PCO strategies and policies • Strives for excellence in teaching and learning. • Strives for excellence in Mātauranga Māori.

Accountability or deliverable	Indicators of Success
<p>Partnerships, Relationships and Networks <i>Establishes effective conditions to partner, maintain and advance relationships and partnerships of high value and mutual outcomes</i></p>	<ul style="list-style-type: none"> • Co-leads developing and maintaining useful and relevant partnerships for the Partnerships and Education Team in the System and Stewardship Group and PCO. • Supports PCO to deliver on our Secondary Legislation Programme. • Experienced in leading te ao Māori thinking in relationships and empowered by tikanga, kawa, kotahitanga, Te Tiriti o Waitangi to support kaupapa Māori. • Shares deep knowledge and understanding, and collaborates with others to minimise silos in the system. • Represents the PCO and acts as a trusted adviser. • Connected outside the team and the PCO – they are visible, valued and operate across a range of networks, communities, whānau, hapū and iwi.
<p>Communications and engagement <i>Promotes clear, articulate and continuous improvement in PCO communications and engagement</i></p>	<ul style="list-style-type: none"> • Highly developed oral and written communication skills, with the ability to express complex matters in a concise and easily understandable manner to different target groups. • Supports the communications and engagement work programme in the System and Stewardship Group and wider PCO. • Applies knowledge in communications, campaigns and strategic initiatives to grow PCO awareness of initiatives internally and reputation in the public domain. • supports and provide advice and assistance to develop and implement a communications and engagement strategy. • Supports the Access and Digital Strategy Group’s work with users of legislation. • Supports Business Services with emerging strategic priorities. • Uses reo Māori and a commitment to normalisation
<p>Self and team <i>Contributes to an effective team culture</i></p>	<ul style="list-style-type: none"> • Role model for manaakitanga, kotahitanga and tamariki mokopuna. • Honest, courageous, curious, self-aware, agile and resilient. • Key team member, provides thought leadership, leads and mentors others. • Proactively plans their development, building their core professional skills, sets themselves up for success now and in the future. • Focus on using their cultural and professional skills to deliver and lead work. • Builds capability within their team by proactively supporting more junior staff on core skills, stakeholder engagement, planning, and navigating through complex issues and model these behaviours within the team.

Accountability or deliverable	Indicators of Success
Safety and Wellbeing <i>Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accident and incidents</i>	<ul style="list-style-type: none"> • Understands the mana of whānau and wellbeing being one and the same. • Ensures own and others' safety at all times. • Complies with relevant legislation, policies, procedures, safe systems of work and event reporting. • Reports and investigates all incidents/accidents, including near misses in a timely way.

Qualifications and experience

- Deep experience and or a tertiary qualification in the following: Education, Māori Studies, Design, Communications, Law or Policy
- Excellent communication skills, both written and verbal, with the ability to present complex matters simply, including in visual format
- A deep understanding of te ao Māori with relationships across whānau, hapū and iwi
- A deep understanding of the public sector system and how it connects to individuals, whānau and communities
- A deep understanding of the tertiary education sector, modes of teaching excellence and developed networks with academia and emerging educational approaches
- Has a natural talent in seeing the bigger picture and knows how to embed people, systems and processes that are sustainable and useful
- Experienced in partnering and advancing relationships with whānau, hapū and iwi.
- Strategic and systems thinker with experience in developing policy advice or designing and delivering interventions to influence change at a system level.

Personal Characteristics

The ideal candidate will:

- have a genuine enthusiasm for legislative design, drafting and access
- work autonomously and understands collective responsibility
- be comfortable in te ao Māori and knows how to navigate and bring Māori with you
- be a person who is charismatic, innovative, can work under pressure and in complex environments
- be a lifelong learner committed to knowledge and sharing good practice
- build and maintain effective interpersonal relationships, with an ability to manage differing views to innovate and create change where needed
- be able to think strategically and contribute to developing strategic plans
- be an agile thinker and be able to understand new, changing and complex situations quickly
- show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives
- exercise sound judgement in complex and ambiguous situations
- be a systems thinker and problem solver