

Governance Advisor Position Description

Business Unit	Strategy and Insights
Location	Wellington
Type	Permanent Full Time
Salary Range	\$74,700 - \$96,700

Our tikanga

The tikanga of Taumata Arowai are based on the guiding principles of Te Mana o te Wai.

Mana Motuhake – lead by example by upholding and role modelling positive partnerships and behaviours based on kaupapa Māori principles, knowledge of local kawa and tikanga. Our thinking and practices are guided and informed by the principles of the Te Tiriti o Waitangi and Te Mana o te Wai.

Kaitiakitanga – ensure appropriate action is taken to steward, protect and preserve the integrity of the mauri, mana and ora of wai and tangata for the future. Our actions are guided and informed by mātauranga Māori-led change where kaitiakitanga can be exercised.

Manaakitanga – act in a mana enhancing way, with care and respect for the mauri, mana and ora of wai and tangata. Our work supports and respects the interests, strengths, and aspirations of wai and tangata for long term intergenerational sustainability.

Ko wai mātou | About us

Background and context

Taumata Arowai was established on 1 March 2021 as one of the three pou (pillars) of the Government's 2020 Three Waters Reform programme (the other pou are regulatory and service delivery reform) as a result of the review of the Havelock North incident. It will become the new water regulator for Aotearoa when the Water Services Bill is enacted, expected to be in the second half of 2021.

Taumata Arowai is born out of Te Mana o te Wai – a universal concept that is about restoring and preserving the balance between the wai, the wider environment and the community.

As well as an independent, Ministerial-appointed board, Taumata Arowai will be advised on Māori rights and interest by a rōpū (Māori Advisory Group), which will work alongside iwi and Māori as the Crown's Te Tiriti o Waitangi partner.

Our relationships

Taumata Arowai recognises that we need to develop strong relationships and work collaboratively across the sector. We will design, build and act from a te ao Māori perspective, working together across Aotearoa with iwi and Māori, local and central government and the wider water sector.

We take our lead from Te Tiriti o Waitangi and are guided by the principles of Te Mana o te Wai to regulate and influence the water services sector, improve outcomes and reflect on the importance of and connection between the health of tangata and wai, people and water.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō tēnei tūranga mahi | About this role

Position Purpose

The Governance Advisor will coordinate and manage all official correspondence and provide governance support to the Taumata Arowai Board and Māori Advisory Group (MAG).

The Governance Advisor is a member of the Strategy and Insights Team who provide strategic leadership and direction to the organisation.

Reports to	Manager Strategy and Governance	
Staff	Nil	
Key Relationships	Internal Board and Māori Advisory Group Chief Executive and Leadership Team Legal Team Communications Team Managers and staff	External Minister's office Monitoring agency

Key Accountabilities

As a Crown agency, it is likely that the scope and functions of positions within Taumata Arowai will evolve over time as Taumata Arowai grows and matures. Responsibilities of this position are expected to change over time as Taumata Arowai responds to these changing needs.

Board and Māori Advisory Group Support

- Assist with the analysis and quality assurance of Board and MAG papers to ensure they meet organisational standards
- Contribute to the preparation and distribution of Board and MAG papers, agendas and other documentation
- Contribute to the planning and logistics of Board and MAG meetings
- Assist the Office Administrator on Board and MAG meeting days as required
- Manage sensitive, private and confidential information appropriately

Official Correspondence

- Coordinate all official correspondence requests and assess for complexity and sensitivity before allocating to relevant team for preparation
- Prepare and draft complex or sensitive official correspondence as required
- Complete a final review of all official correspondence on behalf of the organisation
- Ensure there are systems in place to check all official correspondence for quality, consistency and timeliness of responses
- Provide advice and expertise to managers on responding to and handling information requests
- Contribute to the preparation and delivery of official correspondence

Ministerial Services

- Draft responses to Ministerial requests and parliamentary questions from the monitoring agency
- Respond to the Minister's office for requests for information in a timely manner

Relationship Management

- Build and maintain effective working relationships with the Minister's office and any other partners and key stakeholders
- Build collaborative and constructive relationships across the agency to facilitate the development of official correspondence and ministerial support

Health and safety for self

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do in the event of an emergency
- Cooperate in implementing return to work plans

Ko koe tēnei | About you

Qualifications

- Relevant tertiary qualification (Arts, Law, Public Policy)

Experience

- Experience coordinating and drafting official correspondence including Official Information Act requests, Parliamentary Questions and Ministerials
- Experience working with Minister's offices desirable

Knowledge

- Understanding of the machinery of government and parliamentary processes, conventions and functions
- Understanding of the Official Information and Privacy Acts

Skills and Attributes

- Political acumen
- Ability to interpret and apply legislation to a range of situations
- Strong oral and written communication skills including writing formal correspondence
- Attention to detail, ability to prioritise workloads, work under pressure and to tight timeframes
- Ability to work with ambiguity and complexity and demonstrate resilience
- Demonstrated ability to build credibility with senior leaders to engage and provide support
- Demonstrated ability to act professionally and with discretion
- Demonstrated commitment to the principles of Te Tiriti o Waitangi and te ao Māori.