

Manager Strategy and Governance Position Description



Business Unit	Strategy and Insights
Location	Wellington
Type	Permanent Full Time
Salary Range	\$125,700 - \$162,700

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.

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 whaitake 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.

About the role

Position Purpose

The Manager Strategy and Governance will lead and manage the Taumata Arowai strategy, performance and governance functions, driving the organisation’s strategic direction and meeting its accountability obligations.

The Manager Strategy and Governance is a member of the Strategy and Insights Leadership Team who lead the strategy, governance and insights functions of Taumata Arowai. As a member of the Strategy and Insights Leadership Team, the Manager Strategy and Governance will contribute to providing strategic leadership and direction to the Strategy and Insights workstream, while providing strategic advice to the CE and Leadership Team.

Reports to	Head of Strategy and Insights	
Staff	Senior Advisor Planning and Performance Senior Advisor Research Senior Advisor Sector Capability (2) Governance Advisor	
Key Relationships	Internal Board and Maori Advisory Group Chairs and members Chief Executive and Leadership Team Strategy and Insights Team Managers and staff	External Minister’s office Department of Internal Affairs (monitoring agency) Ministry of Health Ministry for the Environment Water sector

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.

People Leadership

- Build and maintain a high performing team that are engaged and motivated to succeed
- Ensure each team member has a clear understanding of how they contribute to the vision, values and mandate of Taumata Arowai and have clear, measurable performance and development goals
- Develop a high performing team of advisors who are capable in providing advice and analysis and work in partnership with regulatory staff
- Ensure all team members demonstrate the values and behaviours of Taumata Arowai in their engagement with others
- Develop an environment within the team that encourages innovation and collaboration
- Embed and demonstrate te ao Māori as a people leader
- Value and respect the diversity of contribution within the team and build an inclusive team culture

Strategy and Performance

- Provide strategic advice to the Chief Executive and Leadership Team on strategic challenges, opportunities and risks
- Ensure the organisation meets its external reporting requirements including performance monitoring, environmental scanning and risk management
- Manage the organisation's strategic and annual business planning and priority setting processes including the SOI and SPE
- Manage the ministerial servicing and official correspondence functions ensuring each meet agreed performance measures
- Manage the organisation's research function to monitor and assess emerging international trends and research contracts

Governance

- Provide the Board and Māori Advisory Group with formal secretariat and advisory services to enable them to undertake their statutory functions and duties
- Work with the Chairs of the Board and Māori Advisory Group to implement and ensure good governance practice
- Develop and implement governance frameworks, standards and practices in conjunction with the Chairs of the Board and Māori Advisory Group
- Manage any Board and Māori Advisory Group appointment processes including providing input into the advice to the Minister and documentation to support recommendations

- Provide advice, guidance and coaching to the Chair of the Board and Chief Executive ahead of any select Committee appearances
- Ensure the organisation's governance manual is maintained and currency with any Public Service Commission requirements or guidelines
- Manage the development and confirmation of the Board and Māori Advisory Group terms of reference and memorandum of understanding
- Provide advice to the Chief Executive and Leadership Team on the Board's direction and managing the internal relationship between the Board and organisation

Relationship Management

- Develop and maintain effective working relationships with the Minister's office
- Working closely with our monitoring agency (Department of Internal Affairs) and key stakeholders within the Three Waters Reform Programme
- Work effectively across central government including Ministry of Health and Ministry for the Environment to support the achievement of pan government outcomes
- Develop and maintain relationships with key stakeholders within the water industry to build sector capability

Health & 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

for team

- Inform, develop and equip staff to carry out their work safely
- Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries
- Assess all hazards promptly and ensure they are managed.

Person Specification

Qualifications

- Relevant tertiary qualification (Arts, Public Policy, Law)
- Proven commitment to leadership development

Experience

- Experience leading and managing a strategy and/or governance function
- Experience working with Boards or other governance arrangements
- Experience managing people, resources and work programmes
- Experience providing strategic advice to Chief Executives and Leadership Teams
- Experience working in a Crown entity environment desirable
- Experience managing an organisation's external reporting requirements

Knowledge

- Understanding of the machinery of government and ministerial/parliamentary protocols and procedures
- Strong knowledge of public sector accountability frameworks and external reporting processes
- Strong knowledge of the public policy making process and the political, social, economic and environmental context that Taumata Arowai operates in

Skills and Attributes

- Demonstrated strategic capability and the ability to consider longer term and broader implications when making decisions
- Demonstrated political savvy and acumen
- Demonstrated credibility to provide advice to Boards and/or Ministers
- Ability to operate effectively at a strategic advisory level
- Credibility with senior leaders to engage, influence and challenge where necessary
- Ability to work under pressure and manage ambiguity and complexity
- Demonstrated commitment to the principles of Te Tiriti o Waitangi and desire to develop te ao Māori capability
- Successful demonstration of promoting diversity and inclusion in the workplace