



Position:	Apōrei, Te Tapatahi Principal Advisor, Governance
Te Puni:	Te Puni Tapatahi Governance
Reports to:	Kaiārahi, Te Tapatahi Manager, Governance
Location:	Te Tari Matua, Te Whanganui a Tara National Office, Wellington
Date:	Poutūterangi 2025

ORGANISATIONAL STATEMENT

Te Puni Kōkiri is the Government's principal policy advisor on Māori Wellbeing and development. To perform this role effectively we must exert leadership and influence on the public system to support government to have a positive impact on Māori wellbeing outcomes and intergenerational transformation.

Our vision for Te Puni Kōkiri is to enable Thriving Whānau – *when whānau are thriving, so do their communities, hapū, iwi and all of Aotearoa*. Our vision is underpinned by our purpose "drawing strength from our past to build an Aotearoa New Zealand where whānau can all stand, thrive and belong".

Our strategic priorities are:

- Māori Economic Resilience – The investment made to recover from COVID-19 builds a more sustainable, resilient, and inclusive Māori economy.
- Te Ao Māori – The collective and individual rights and interests of Māori as tangata whenua are recognised, protected, supported, and invested in.
- Equitable & Effective Government Performance for Māori – Māori have improved outcomes across key areas of government investment.

If you would like to find out more about Te Puni Kōkiri and our strategy, visit our website tpk.govt.nz.

Mō Te Puni Tapatahi | About Governance

The Governance Puni facilitates high quality and ethical decision making aligned to strategic objectives, and facilitates connections between Ministers, the Ministry, and statutory entities.

It is also responsible for the provision of:

- promotion of and enabling of effective governance;
- delivery of timely and effective responses to information requests that promotes transparency;
- acting as a key conduit between the agency and Ministers;
- overseeing the management, engagement and relationships with statutory entities; and
- overseeing executive-level support including the management and facilitation of cultural support at the strategic level.

Mō te Tima | About the Team

The Governance team provides oversight and coordination of all governance activity across Te Puni Kōkiri, supporting quality decision making and connection between decision makers and the delivery of Te Puni Kōkiri's strategy.



The Ministerial and Governance Services team will use the insight gained from internal decision-making practices to ensure the seamless linking of decision-making processes at Executive Leadership Team, Secretary for Māori Development, and ministerial levels.

Mō te Tūranga | About the Role

The Principal Advisor, Governance reports to the Manager, Governance. This role supports the Manager and the Puni to ensure best practice in organisational governance activity, and the smooth running of the Executive Leadership Team engagements, and governance committee meetings.

This role will focus on:

- Providing technical leadership to enhance governance practices at Te Puni Kōkiri to ensure effective, efficient, and coordinated internal decision making.
- Maintaining a strong relationship with members of the Executive Leadership Team and te Puni Leadership team.
- Agreeing and executing priority tasks with the Manager, Ministerial and Governance Services.
- Working with the other Principal Advisers of the Ministerial and Governance Services team as a leadership cohort in support of the Manager, Ministerial and Governance Services and the Deputy Secretary, Governance.
- Leading capability building of the Ministerial and Governance Services team, and Te Puni Kōkiri staff in best practice governance activity.

The Principal Advisor, Ministerial and Governance Services may also be required to lead the reporting to the Executive Leadership Team and others on the delivery of Te Puni Kōkiri organisational governance activity and is expected to coach and mentor staff and support professional development of staff within Te Puni Kōkiri.

The Principal Advisor, Ministerial and Governance Services will work collaboratively and flexibly as the work arises.

Ngā Haepapa me ngā Kawatau | Accountabilities & Deliverables

Technical Expertise

- Extensive experience and expertise in enabling good governance and the mechanics of public sector agency administration.
- Strong knowledge of governance frameworks and processes, and ability to practically implement best practice in a fast paced and constantly changing environment.
- Strategic - proven ability to build strong, trusted relationships with senior leaders within the organisation on governance matters and have well developed networks externally relevant to the governance function.
- Highly effective relationship management, business partnering, influencing and negotiation skills.
- Excellent drafter/writer/reviewer of governance papers and presentations, and proven experience developing templates, training tools and resources on good writing.
- Excellent analytical skills, attention to detail, strong project and process management skills, prioritization and delivery.
- Continuous improvement and co-design mindset, and implementer of new ideas and innovation



Working with Others

- Identify and consult with key influencers (internal) and ensure governance strategies, methodologies, practices, and tools that are developed gain buy-in and commitment from across the Ministry.
- Ensure advice developed has had appropriate input from across Te Puni Kōkiri.
- Coach and mentor staff to apply governance best practice.
- Provide specialist advice/oversight to internal teams.

Mou – Ngā Pūkenga me ngā Wheako | About You – Skills & Experience

- 5+years' experience working at a principal adviser level, including supervising and mentoring senior advisers in the team.
- Relevant tertiary qualifications in disciplines such as law, corporate governance or business.
- Considerable experience working with governance boards and senior leadership teams in the public sector.
- Proven experience in the areas outlined in the Technical Expertise of this role.
- Flexible, resilient and willing to work on a broad range of matters and experience working in complex environments with a proven ability to exercise judgement in crisis situations.
- Have a broad understanding of The Treaty of Waitangi and Te Tiriti o Waitangi and recognise the importance of the Treaty from both 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, 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.
- Demonstrate sound understanding of our privacy framework, which includes privacy strategy, personal information policy and personal information processes.
- 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 request.



Te Puni Kōkiri
MINISTRY OF MĀORI DEVELOPMENT

