

Advisor, Partnerships

REPORTS TO	Director, Partnerships
LOCATION	Christchurch, Wellington or Auckland
SALARY BAND	15
BUDGET/FINANCIAL RESPONSIBILITIES	No
DIRECT REPORTS	No
DATE	September 2025

About the Ministry

The Ministry for Pacific Peoples (The Ministry) is the government's principal advisor on policies and interventions aimed at improving outcomes for Pacific peoples in New Zealand. We bring the Pacific voice, perspective, and understanding into policy and government decision-making. We walk alongside our people and empower them to thrive, whether it is accessing life changing learning opportunities or help finding jobs to support their families for example. Our purpose is to weave the aspirations of Pacific peoples into a thriving Aotearoa.

The Ministry's mission is 'enriching Aotearoa with thriving Pacific communities through policy advice, Pacific knowledge and expertise, innovation, partnerships and leadership, and communications and engagement'. Our vision is a Pacific Aotearoa where we all thrive.

We are guided by Pacific values: *Ola fetufaaki* (Reciprocity), *Tapuakiga* (Spirituality), *Soalaupule* (Consensus), *Piri'anga* (Collectivism), *Fakalilifu* (Respect), *Magafaoa* (Family), and *Aro'a* (Love).

Directorate/Team Purpose

The Commissioning and Partnerships directorate's role is to foster effective collaboration and partnership-building with local communities and stakeholders within specific regions. The directorate serves as the nexus for fostering robust relationships with Pacific Aotearoa communities which strategically guiding the commissioning cycle for services, ensuring the success of MPP at the local level.

Its purpose is to facilitate the commissioning of services tailored to the unique needs of each region, ensuring that government initiatives and programs effectively address local challenges and priorities. Additionally, they serve as a vital link between MPP's national strategy and regional stakeholders, enabling coordinated efforts to support Pacific communities and advance their well-being.

Role Purpose

The Advisor, Partnerships supports partnership and engagement activity across the Ministry by contributing to relationship-building with Pacific communities, stakeholders, and agencies. The role provides coordination, analysis, administrative and operational support to the Partnerships team and contributes to the preparation of advice and delivery of engagement activities in support of regional priorities.

Role Responsibilities

- Provide support and guidance throughout the commissioning lifecycle, ensuring alignment with organisational goals and policies.
- Provide administrative and operational coordination support to the Partnerships team, including scheduling, meeting logistics, document preparation, record management and team reporting.
- Assist in strengthening partnerships with stakeholders and communities, identifying collaboration opportunities to influence policy development.
- Analyse partnership outcomes and commissioning activities, offering insights and recommendations for improvement.
- Support the development and implementation of commissioning processes, including documentation and quality assurance.
- Support external relationships and engage with Pacific communities and leaders to advance the Ministry's objectives and initiatives.
- Contract management and monitoring of progress and reporting (including success stories) and reporting on the effectiveness of policies and initiatives implemented by the Ministry and Government (in conjunction with internal teams).
- Providing regular ad hoc advice and reports to Directors, ELT and the Minister's office as required.
- Work with communities to support the revitalisation and preservation of languages of Pacific Peoples.
- Support a quality assurance approach by providing peer review, editing and proofing review of documents.
- Developing positive working relationships with colleagues and acts as a role model for the values of the Ministry.

In order to successfully carry out this role, the following organisational capabilities also need to be demonstrated:

CAPABILITY	CRITICAL SUCCESS FACTORS
Pacific Commitment & Knowledge	• Can articulate how effective functioning of the Ministry relates to success of Pacific Aotearoa. • Actively champions MPP programmes and services. • Ability to identify critical priorities to align with the needs of the Pacific Communities. • Supports the Ministry's leadership or wider Government and Public Sector as required to engage in Pacific cultural events or occasions. • Contributes to the Ministry's engagement with Pacific communities, leaders, organisations, and groups as required.
Machinery of Government	• Has experience working in other Public Sector agencies. • Has relationships across Government and within other relevant sectors and organisations. • Has a general understanding of the machinery of government and is familiar with processes, systems, and tools to inform decision making on Ministry matters.

CAPABILITY	CRITICAL SUCCESS FACTORS
Relationship Management	- Provides trusted advice to the Secretary, Executive Leadership, and the Minister's office while maintaining their role as representative of the Ministry. - Ensures stakeholder expectations are effectively managed, including where these are unable to be delivered on, while still maintaining role as trusted advisor. - Establishes and maintains strong relationships with professional peers across government and within other relevant sectors and organisations.

Key Relationships

Internal

- Deputy Secretary, Partnerships
- Partnerships Leads
- Regional Portfolio Leads
- Senior Advisors
- Commissioning and Partnerships Teams
- All Ministry staff.

External

- Staff in relevant government agencies, including local government
- Pacific communities, organisations, agencies, and groups.

Experience & Qualifications

- Qualification in a relevant field, or equivalent relevant experience, with a demonstrated understanding of the commissioning cycle and/or partnership development.
- Experience in an advisory or similar position, preferably in a governmental or non-profit setting, with a proven track record of driving successful Pacific outcomes.
- Good interpersonal skills and cultural competency, with the ability to build rapport and collaborate effectively with individuals from diverse backgrounds and cultures.
- Good written and oral communication skills, with the ability to convey complex information clearly and persuasively in formal and informal settings.
- Proficiency in identifying and assessing risks, anticipating consequences, and developing strategic actions to mitigate potential challenges.
- Knowledge of government machinery and public sector processes.
- Demonstrated expertise in relationship and stakeholder engagement, with a track record of building and maintaining productive partnerships to achieve common goals.
- Demonstrated proficiency and confidence in using Microsoft 365 applications, including Outlook, Word, Excel, PowerPoint and Teams, to support effective administration, coordination and reporting.

Other Role Considerations

Health and Safety

All employees are expected to be aware of and comply with their responsibilities under the Health and Safety at Work Act 2015. In conjunction with the Act, employees must abide by the Ministry's Health & Safety Policy and Guidelines.

All employees will also be expected to:

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and the Health and Safety at Work Act 2015.
- Take reasonable care to ensure that in the performance of their employment they do not undermine their own wellbeing, health and safety or that of any other person.
- Work in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

Privacy and Security

All employees must be aware of and comply with the Ministry's Privacy, Information Management, and Information Security policies and guidelines as well as incident reporting requirements.

Employees must also abide by the Privacy Act 2020. Employees are expected to:

- understand the principles and practice of good privacy and information management
- appropriately handle and manage personal and official information collected and held by MPP
- Protect information from unauthorised use or disclosure.

Working in the Public 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 hāpori, 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 the Treaty of 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.