



Kaitahutahu Kaupapa Matua | Advice and Projects Manager

Position Description

Reports to	Pou Ārahi – Deputy Chief Executive
Team/Unit	Ahi Kaa
Location	Auckland or Wellington
Salary Band	\$132k – 178,250k
Direct Reports	4 +

About the Human Rights Commission

The Human Rights Commission was created to provide better protection of human rights in Aotearoa. The Commission was formed in 1977 and works under the [Human Rights Act 1993](#).

We work for a free, fair, safe and just New Zealand, where diversity is valued, and human dignity and rights are respected.

We are funded through the Ministry of Justice but operate independently of the New Zealand Government as an independent Crown Entity.

The Commission has a commitment to becoming a Tiriti-based organisation and is currently in the initial stages of a phased work programme to achieve this.

Our values:

Our values guide how we behave as an organisation and as individuals to achieve our mission:

- Mana tangata – human dignity
- Māia, tika, pono – courage and integrity
- Whanaungatanga – relationships

Purpose of this Position:

The Kaitahutahu Kaupapa Matua provides an expert service to the Pou Ārahi to ensure that Ahi Kaa projects and the proactive work programme are effectively and efficiently advanced with high quality results achieved based on the Ahi Kaa Kawa, Tikanga and Tiriti Framework. The role must ensure that the strategic and operational thought leadership provided by the Pou Ārahi is supported and actioned within Ahi Kaa and in the team's work across the Commission. This role actions the Ahi Kaa strategic framework in a matrix approach with team members as delegated by the Pou Ārahi.

You will provide expertise and advice to the Pou Ārahi and run the Ahi Kaa project board aligning with the organisation's programme management approach. As project practice leader for the Pou Ārahi you will ensure that projects are run within a professional project management discipline and platform within Ahi Kaa, and that project management and proactive work (tangata whenua Ahi Kaa led) mahi is prioritised and progressed efficiently and effectively and increasingly incorporates mātauranga and kaupapa tangata whenua over time including te reo me ōna tikanga. You will enact

and update the monitoring, reporting management boards designed by the Pou Ārahi. This may include software and electronic task management.

This position has staff management and stewardship responsibilities within a cascade of alignment to the Pou Ārahi and the Ahi Kaa kawa, tikanga, strategic imperatives and work programme.

Decision making is through the processes set out in the Kawa and Tikanga of Ahi Kaa including requirements for Pou Ārahi approval. You will be responsible for ensuring the Ahi Kaa team processes are run effectively for the Ahi Kaa Project Office and Proactive Work Programme. This includes coordinating team meetings and leading Project Management practice underpinned by our kawa and tikanga across Ahi Kaa. You will provide effective management and coordination of the team members in a matrix approach alongside the Kaitahutahu Tiriti to provide functional management and stewardship to roles that report to you. You will also ensure proactive guidance to roles from other teams that contribute to the Tiriti transformation and the responsive work programme of Ahi Kaa.

Purpose of the Ahi Kaa team:

The Ahi Kaa Team provide strategic advice and thought leadership on Te Tiriti, indigenous rights and tangata whenua engagement.

The team also contributes to the Commission’s response to broader human rights matters, particularly, but not exclusively, in the area of indigenous people’s rights, and provides analysis and advice on matters brought to the Commission.

Strengthening Ahi Kaa

The Ahi Kaa team is currently growing and changing. As a result, there may be changes in reporting lines, processes and key accountabilities throughout your employment.

To reflect these changes, this job description may be subject to review and changes.

The Ahi Kaa team is incorporating mātauranga practices and tools alongside western approaches to effectiveness including lean and agile tools. You will be expected to undertake your duties in a flexible manner including matrix style leadership across the team.

Working Relationships

Reports to:	Pou Ārahi – Deputy Chief Executive
Internal relationships:	<ul style="list-style-type: none"> • Ahi Kaa • Commissioners • Leadership team • HRC Colleagues
External relationships:	<ul style="list-style-type: none"> • Iwi/Māori as tangata whenua and Tiriti partners • Iwi/Māori stakeholders • Commission Stakeholders • Government officials

	<ul style="list-style-type: none"> • Senior leaders and managers and their direct reports (key decision makers and influencers) of civil society organisations • Key influencers and decision makers in the human rights sector
Direct reports/financial delegations:	<ul style="list-style-type: none"> • 1 senior/human rights specialist • 3 x Kaitahutahu rangatahi • Communications Advisor • Contracted Project Managers as delegated by the Pou Ārahi

Key Accountabilities

Advice and Project Management Board	<ul style="list-style-type: none"> • Undertake own work tasks and progress a work programme as agreed with the Pou Ārahi. Support the Ahi Kaa matrix style leadership approach incorporating te ao Māori concepts and practices alongside lean agile tools. • Provides analysis, advice and support to the Pou Ārahi in the matrix leadership and coordination of the Ahi Kaa team members within an expanding Ahi Kaa team. • Provides analysis advice and support to the Pou Ārahi to advance the Ahi Kaa projects work programme and to ensure Commission projects are Tiriti based. • Directed by the Pou Ārahi manages the Ahi Kaa proactive work programme. This includes running the strategic cascade lean and agile processes for the team. • Ensures no surprises communication with the Pou Ārahi - present own work and team's work for feedback and direction. • Provides matrix style project management leadership to the team to ensure effective management of projects, mini projects and Ahi Kaa advice and guidance to other teams' projects. • Work alongside the Kaitahutahu Tiriti to ensure that Ahi Kaa contribution to other teams projects is both effective and efficient. • Coaches the team on project management and effectively activating the Ahi Kaa proactive project work templates interacting with the Programme Committee structure within the Commission. • Contributes to improving project management methodologies, standards and processes. • Role models best practice programme and project management; • Support and mentor others in programme and project management disciplines and methodology. • As delegated by the Pou Ārahi provides leadership to the team on intervention strategies to improve human rights outcomes, listening to and alongside affected people, using leverage to achieve social change at the local and national level by: <ol style="list-style-type: none"> 1. Engaging with tangata whenua organisations based in communities and with partners through education, awareness building and community development to support understanding and identification of human rights issues and Te Tiriti o Waitangi, to identify solutions locally, to encourage action, and to test solutions
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	<p>2. Engaging with and educating key influencers and decision makers in duty bearer organisations at national and local level about the role and value of human rights and Te Tiriti o Waitangi, and influencing the adoption of solutions identified in the community and elsewhere to change human rights outcomes at a systemic level, locally and nationally</p> <p>3. Facilitating engagement between tangata whenua organisations based in communities and people in power to achieve human rights outcomes</p> <ul style="list-style-type: none"> • As delegated by the Pou Ārahi supports the team to facilitate purposeful partnerships with iwi and hapū groups and leaders and other tangata whenua communities and organisations, consistent with tikanga. • Supports the incorporation of Mātauranga Māori in the team’s project management and intervention work. • As a leader in the Ahi Kaa team, helps ensure that te ao Māori perspectives inform and shape the work of the Commission • Effectively uses te reo Māori, and if delegated by the Pou Ārahi, lead the Commission on formal occasions, provide a simple translation service, and a service to conduct media interviews in te reo Māori on behalf of the Commission • Provides leadership to Ahi Kaa to undertake strategic advocacy, policy analysis and advice, research, monitoring, and external engagement to support understanding and identification of te Tiriti and human rights issues, to identify solutions locally, to encourage action, and to test solutions • Provides leadership to the team to engage with key influencers and decision makers about the role and value of te Tiriti, indigenous and human rights, influencing the adoption of systemic solutions identified by those affected and elsewhere • Contributes to policy analysis and advice, research, monitoring and engagement activities undertaken by the team • Contributes to building the Commission’s capability to advocate effectively for Te Tiriti and indigenous rights and improve outcomes for tangata whenua, aligning with the kawa and tikanga of Ahi Kaa. • Ensures that the kawa and tikanga of Ahi Kaa is upheld in your work as you partner with colleagues, providing advice and support to embed Tiriti-based policies, processes and practices, mātauranga, kaupapa tangata whenua and tino rangatiratanga within projects and interventions. • Contributes information and analysis to support and inform international treaty body and domestic monitoring and reporting, the development of the National Plan of Action, Commission Inquiries, and the content of submissions in the policy process. • Runs the teams proactive/project work risk management and contribute to the teams overall risk management register including identifying, managing and mitigating risks.
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<p>Provide leadership within Ahi Kaa team</p>	<ul style="list-style-type: none"> • Supports the Pou Ārahi in the drive to strengthen the Ahi Kaa team including through recruitment and a focussed programme to embed and operationalise team tikanga, kawa, policies and processes • Deputises for the Pou Ārahi as required • Uses the team systems to provide supervision of direct reports and their work, including professional development and performance management, peer review and advice • Manages processes to ensure high quality of content is produced • Contributes to effective planning, resourcing, implementation and budget management for the team’s operations • Provides leadership of priority Tiriti and indigenous rights projects, working with others in the team to ensure all work is well-planned and uses appropriate planning tools to manage workflow • Ensures effective cross-team collaboration • Contributes to and upholds team tikanga, kawa and values, and helps to bring these to life in the work of the Commission
<p>Develop and deliver strategic outputs within the Ahi Kaa work plan</p>	<ul style="list-style-type: none"> • Ensures no surprises communication with the Pou Ārahi and that your work is approved by the Pou Ārahi prior to sharing. • As directed by the Pou Ārahi provide leadership, technical expertise and strategic advice to the Commission. • Provides regular and active reporting to the Pou Ārahi on updates of progress and developing materials for oversight, influence and guidance. • Leads programme and project management oversight ensuring project business cases, plans and reports are completed in line with the Commissions programme management manual. • Leads team members to contribute to policy analysis and advice, report writing, research, monitoring and engagement activities undertaken by the Commission. • Provides advice and guidance to the organisation based on established Pou Ārahi and Ahi Kaa position and views. • Reviews and critique work – such as reports, project plans, strategic documents – through a Te Tiriti and human rights lens, and with a view to improving outcomes for tangata whenua • Ensures execution of responsibilities as directed by the Pou Ārahi and within the Commission’s business plan and project budgets, including achievement of milestones and defined outputs • Writes Business Cases and Project Plans to advance kaupapa for the Pou Ārahi, and coach and ensure quality project documentation of team members. • Undertake project setting processes and project resets as required to meet Ahi Kaa deadlines. • Use data, insights and research to develop evidence-informed projects, strategies and policy advice • Ensure that all work reflects our commitment to becoming a Tiriti-based organisation
<p>Projects and Programme relationships</p>	<ul style="list-style-type: none"> • Build collaborative and positive relationships across the Commission • Facilitate strategic and purposeful partnerships with iwi, hapū, tangata whenua communities and organisations, consistent with tikanga

	<ul style="list-style-type: none"> • Manage key stakeholder relationships, and work with Ahi Kaa to develop and deliver an effective strategic engagement plan
Ensure compliance with organisational policies and procedures	<ul style="list-style-type: none"> • Understand and apply the Commission’s statutory obligations including the Health and Safety at Work Act 2015, as well as internal policies and procedures
Other Duties	<ul style="list-style-type: none"> • Undertakes any additional duties as reasonably required by the Pou Ārahi–Deputy Chief Executive

Person Specification

Qualifications & Training:	<ul style="list-style-type: none"> • A relevant university level degree, (Masters degree or working towards). • Recognised competence in tikanga and te reo Māori - ideally fluency or commitment to developing competency in tikanga and fluency in te reo as a priority. • Te Tiriti and Mātauranga tangata whenua training and practice • Project Management training and practice
Experience:	<ul style="list-style-type: none"> • Understanding of national and international human rights, including te Tiriti o Waitangi, public policy issues, and harmonious relations between people in NZ • Knowledge of the Human Rights Act (HRA) and the New Zealand Bill of Rights Act (BORA), other human rights instruments and Te Tiriti o Waitangi • Knowledge of tangata whenua human rights and Mātauranga Māori, and credibility with Māori communities • An ability to move confidently between te Ao Māori and te Ao Tauīwi • Expert knowledge of tikanga and mātauranga Māori • Fluency in Te Reo Māori (ideally) or commitment to developing this as a priority • An understanding of and an ability to effectively operate in the dynamic and challenging political environment in which the Commission operates • Experience in managing internal and external relationships with a variety of stakeholders, in challenging environments, and demonstrated management success in building relationships and gaining the support and participation of key individuals and groups • Established networks and in-depth knowledge about iwi and hapū groups and leaders and urban tangata whenua • Expertise in the methodologies and practice for at least some of community engagement, community development, human rights education, or advocacy and engagement with national and local government and other duty bearers and in parliamentary and public policy processes • Experience in managing internal and external relationships with a variety of audiences in a challenging environment and demonstrated success in building relationships and gaining support from and participation of key individuals and groups

	<ul style="list-style-type: none"> • Sophisticated presentation and communications skills, and ability to advocate and communicate effectively in a range of environments • Previous experience in building relationships and gaining support from and participation of key individuals and groups • Demonstrated skills in writing, critical analysis, presentation, and communication • Lean and Agile Management Skills • Effective use of communication skills to establish and maintain trust, elicit relevant information, articulate it appropriately, record it clearly and accurately, while maintaining impartiality, confidentiality and a high standard of report writing • Knowledge of central government functions and a good understanding of government and community attitudes to Te Tiriti, human rights and harmonious relations • Knowledge of human rights and experience with any of the Commission’s current priorities as set out in the Statement of Intent • Conversant with applications required for specific discipline/role, including the Microsoft Office suite
<p>Personal Attributes:</p>	<p>Leadership</p> <ul style="list-style-type: none"> • Ability to build strong and effective relationships both internally and externally • Political nous and organisationally savvy • Able to lead, anticipate and contribute to the development of the Commission’s strategic priorities • Able to see the big picture and the influence staff can have in effecting change • Able to translate strategy into action while maintaining a focus on achieving long-term goals • A personal commitment to human rights ideals • Able to manage both continuity and change • Able to develop organisational capabilities and manage strategic relationships <p>Leadership and Management of People</p> <ul style="list-style-type: none"> • Develops staff and manage their contribution to achieve current and future goals through effective leadership, motivation, teamwork, and acceptance of personal responsibility for actions and results • Provide responsibility and authority to appropriate levels and encourages and empowers staff to use their initiative in achieving or exceeding goals • Demonstrates a sound understanding and effective implementation of finance and budget management, human resources, management information systems, planning and project management, and organisation outcome measures <p>Commitment to Te Tiriti o Waitangi</p> <ul style="list-style-type: none"> • Demonstrated commitment to / or experience working in a Tiriti context <p>Analysis</p> <ul style="list-style-type: none"> • Think analytically, conceptually and laterally • Makes links between diverse pieces of information

	<p>Effective Communication</p> <ul style="list-style-type: none"> • Employs clear and effective two-way communication, spoken and written, with a wide range of people and in all situations, in order to listen to persuade, and to influence others <p>Flexibility and Innovation</p> <ul style="list-style-type: none"> • Demonstrates a flexible and innovative approach to problem solving and decision making with a capacity to develop and deliver effective solutions <p>Building and Sustaining Relationships</p> <ul style="list-style-type: none"> • Establishes and maintains positive relationships with audiences internally and externally • Provides an audience-orientated service • Demonstrates understanding of Te Tiriti o Waitangi and its relevance to the work of the Commission • Demonstrates personal commitment to human rights and harmonious relations <p>Conduct</p> <ul style="list-style-type: none"> • Understands the role and nature of a national human rights institution and the conduct required of its members • Displays the highest standards of personal and professional behaviour • Models behaviours consistent with the Commission’s values and holds others accountable for those behaviours • Displays a high degree of consistency in personal behaviour with a reputation for absolute trustworthiness • Proven record of confidentiality, discretion and judgment • Demonstrates commitment to continual personal development <p>Health and Safety</p> <ul style="list-style-type: none"> • Advocates, supports and ensures compliance with the requirements of the Health and Safety at Work Act 2015
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