

At Connexis, it's not about us – it's about the people we serve. In everything we do, we believe in making a positive difference in the lives of New Zealanders, in our communities and in the businesses that support our communities. We're about building great foundations for New Zealand.

POSITION TITLE	Senior Advisor, Equity & Diversity	POSITION SUMMARY The purpose of this role is to provide advice and guidance on a range of equity, diversity and inclusion initiatives for our learners and Connexis staff. This role will work across WBL and Te Pūkenga with a focus on planning and delivering initiatives for Connexis relating to key guiding strategies.
LOCATION	Wellington	
REPORTS TO	GM, Transformation	
TEAM RESPONSIBILITY	Nil	
BUDGET RESPONSIBILITY	Nil	
KEY CONTACTS	<ul style="list-style-type: none"> • WBL and Te Pūkenga Contacts • Connexis HR Manager • Connexis HR Coordinator • Connexis Managers and staff • Connexis Executive Team • Government departments and agencies 	

CORE RESPONSIBILITIES	
Project Work	<ul style="list-style-type: none"> • Represent Connexis Business Division at WBL and Te Pūkenga level working groups and forums • Develop plans and initiatives for Connexis based on WBL and Te Pūkenga working groups and recommend project plans for implementation within Connexis and for Connexis learners • Coordinate approved projects and work with stakeholders within Connexis, Te Pūkenga and externally to ensure alignment of activities across key deliverables in initiatives across: <ul style="list-style-type: none"> ○ Te Pae Tawhiti ○ Equity development ○ Literacy and numeracy ○ Disability strategy ○ Maori/Pacific strategy • Contribute to the development of KPI's to effectively track Māori outcomes • Regularly monitor progress and specific deliverables and proactively anticipate and manage risks • Regularly report progress to stakeholders against milestones
Coordination of Te Ao Māori internally	<ul style="list-style-type: none"> • Support Connexis employees to build understanding and confidence in Te Tiriti o Waitangi and the commitments Connexis has as a crown entity

	<ul style="list-style-type: none"> • Embedding a commitment to the principles of Te Tiriti o Waitangi within Connexis • Support Connexis employees to build capacity and confidence across te reo Māori, tikanga, and te ao Māori
Planning	<ul style="list-style-type: none"> • Work across Connexis and Te Pūkenga in sourcing information required for decision making • Develop reports and advice for management as required for in order to facilitate Executive level decision-making. • Coordinate learning and development opportunities for staff to help build awareness, knowledge and understanding in these areas.
Stakeholder Relations	<ul style="list-style-type: none"> • Manage constructive working relationships and partnerships with internal stakeholders to enhance understanding and cooperation needed to achieve desired results • Build and maintain effective relationships and partnerships with external stakeholders
Other	<ul style="list-style-type: none"> • Undertake any other duties as reasonably required from time to time. • Comply with relevant safety and wellbeing policies, procedures and safe systems of work

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED

- Strong knowledge of equity, diversity and inclusion objectives and practices and delivery of initiatives in this field
- An in depth of understanding of, and a commitment to giving effect to, te Tiriti o Waitangi and supporting a wide range of initiatives to support our learners and employees
- Extensive project coordination and planning experience
- Strong verbal and written communication skills
- Experience developing and maintaining effective working relationships with a wide range of internal and external stakeholders
- A proven record of delivering quality work in tight timeframes
- While not essential, knowledge of vocational education would be ideal