Kaitohu Mātāmua | Principal Advisor

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| **Manager** | Director Mental Health and Addiction Sector Leadership |
| **Location** | Wellington |
| **Direct reports** | Nil **Delegations** Nil |
| **Date**  | July 2025 | **Job band** | 18 |

About Te Hiringa Mahara

Te Hiringa Mahara | Mental Health and Wellbeing Commission, is an independent Crown entity. We are a Kaitiaki of mental health and wellbeing, leading improved mental health and wellbeing outcomes, towards all people in Aotearoa thriving together.

Te Hiringa Mahara is an organisation committed to being grounded in Te Tiriti o Waitangi. Not only do legal obligations require Te Hiringa Mahara to take account of Te Tiriti o Waitangi in its work, but it is committed to enabling a system that achieves better and equitable mental health and wellbeing outcomes for Māori.

We are also committed to seeking the views of people who have experienced mental distress, people who have experienced addictions (or both), and the persons (including family and Whānau) who support them.

Further details can be found at [www.mhwc.govt.nz](http://www.mhwc.govt.nz)

Vision, Mission, and Values

Our vision is: Tū tāngata mauri ora - thriving together.

Our mission is: Te hautū i ngā putanga pai ake mō te hauora ā-hinengaro, mō te waranga, mō te oranga hoki | Lead improved mental health, addiction and wellbeing outcomes

Ngā Uaratanga | Our Values

* Tūhonotanga – we are inclusive, connected, and stronger for it.
* Māia – we are courageous and speak up about what is important to people.
* Māramatanga – we learn by listening, seek knowledge, and use it for good.
* Tika – we are fair and respectful in supporting pathways to wellbeing.
* Aroha – we work with compassion – we care about the work we do and the people of Aotearoa

Organisational Structure

Position purpose

The Mental Health and Addiction team is responsible for monitoring and reporting on mental health and addiction services and assessing and reporting on the effectiveness of approaches to mental health and wellbeing. We advocate for improvements to services and advocate for the collective interests of people with lived experience of mental distress or addiction (or both), and the people, family, and whānau who support them.

We have a leadership role in the mental health and addiction sector to shape the development of services and approaches. The principal advisor position plays an important role in the delivery of critical pieces of work. This includes providing quality advice, leading specific monitoring, insights and other projects, and writing reports and submissions. The role will also provide oversight and advice into other team members’ projects.

Key functional accountabilities and deliverables for this position

Policy and performance

* Lead the development policy advice, monitoring reports, planning documents, submissions, and other documents that are aligned to the Commission’s work programme.
* Prepare and draft documents on key Commission initiatives, including briefings, operational and strategic policy, regular reports, and advice for the Board, Chief Executive, and Minister.
* Lead the monitoring of the He Ara Āwhina Mental Health and Addiction Service Monitoring Framework, including reporting in order to drive change.

Strategy andPlanning

* Support the Commission’s monitoring, leadership and advocacy work for the mental health and addiction sector.
* Identify any gaps in information required to monitor performance.
* Contribute to the development and continuous improvement of processes, tools, and frameworks within the wider team.
* Keep up to date with the external environment and ensure the Commission is positioned well to meet future challenges.

Leadership and relationships

* Build collaborative and positive relationships across the team, with other government agencies and across the Mental Health and Addiction sector.
* Lead and work with others to ensure all work is well planned, using work planning tools and methods, to deliver high quality policy advice.
* Take responsibility for the professional peer review of Policy Analysts’ and Senior Policy Analysts’ work to ensure quality, validity, accuracy, and consistency.
* Work closely with key stakeholders including, but not limited to, the Ministry of Health, mental health and addiction services, people and networks of lived experience, Māori, and Pacific peoples, to ensure policy development is fit for purpose and aligns with the findings in He Ara Oranga.

Key relationships

**Internal** **External**

Te Hirirnga Mahara colleagues Manatū Hauora

Providers of mental health and addiction services

 Other government agencies

 Research organisations

Person specification

**Essential**

* Significant experience in health and/or mental health policy, strategy, planning or research
* Extensive experience working strategically and applying critical thinking, as well as sound judgment, in the analysis of trends, development of options and provision of proactive, objective and high-quality advice, information and analysis.
* Solid interpersonal, oral and written communication skills and the capacity to build and maintain relationships, including with kaupapa māori providers, NGOs, lived experience organisations, Ministry officials and health sector leaders.
* An understanding of Te Tiriti o Waitangi, tikanga Māori tikanga and te Ao Māori or a strong desire to develop your experience in this area.
* Understanding of and commitment to improving equity of outcomes and Māori health.
* Successful experience working with a diverse range of stakeholders and cultural contexts, with knowledge of Maori or Pacific peoples (or both)
* A commitment to improving outcomes for those who have lived experience and are affected by mental illness, distress, or addiction.
* Highly developed written and oral communication skills including the ability to quickly identify and clearly express core elements of an issue and communicate clearly and succinctly in a variety of communication settings and styles.
* An appropriate tertiary level professional qualification.
* Experience influencing and leading a diverse range of stakeholders, as well as briefing Ministers, and understanding the political environment and key stakeholders’ priorities
* An understanding of public policy and the machinery of Government, with a demonstrated knowledge of political administrative processes and structures.

This position description is intended as an insight to the main tasks and responsibilities required for the role and may be subject to change in consultation with the job holder.

Diversity and Inclusion

Te Hiringa Mahara welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Health, safety and wellbeing

At Te Hiringa Mahara we expect all our individual contributors to:

* Help maintain a safe working environment by complying with and supporting all health and safety policies, guidelines, and initiatives.
* Know what to do in the event of an emergency or if a health and safety incident or near miss occurs.
* Know how to keep yourself and others safe at work from hazards and risks relevant to your role.

Key Competencies

Commitment to purpose - is committed to the organisation’s goals and strategies, and understands the socio-political context in which it operates

Te ao Māori - has the skills, understanding and confidence to work in true Te Tiriti o Waitangi partnership with Māori, as set out in the Te Tairawhiti capability framework.

Collaboration - builds and maintains highly effective working relationships with stakeholders and partners.

Teamwork - builds and maintains highly effective working relationships with colleagues within the Commission.

Impact & advocacy - is committed to creating system transformation and understands how to prioritise for greatest impact.

Delivering results - sets objectives, plans and organises activities and resources to achieve results.

Analysis & judgement - uses logical thinking and analysis to clarify and resolve problems and make decisions.

This position description is intended as an insight to the main tasks and responsibilities required for the role and may be subject to change in consultation with the job holder.