

Position Description

Kaitohu Mātāmua Kaupapahere | Senior Policy Advisor

Manager	Director Mental Health and Addiction Sector Leadership		
Location	Wellington		
Direct reports	Nil	Delegations	Nil
Date	September 2022	Job band	17

About Te Hiringa Mahara

Te Hiringa Mahara, formally known as the Mental Health and Wellbeing Commission, is an independent Crown entity with the objective to contribute to better and equitable mental health and wellbeing outcomes for people in Aotearoa New Zealand.

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 is committed to enabling a system that achieves better and equitable mental health and wellbeing outcomes for Māori.

We are also required to seek 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.

We are a new organisation established to provide system oversight and leadership in the transformation of our mental health and wellbeing system. We will contribute to better and more equitable mental health and wellbeing outcomes for all people in Aotearoa through monitoring and reporting, advice, and advocacy.

Further details can be found at www.mhwc.govt.nz.

During 2021, the organisation's vision, mission, values and strategy was developed. As this strategy is reflected in our approaches and work programme, this position description may be reviewed during 2022.

Vision, Mission and Values

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

Our mission is: Whakawateatia e tātou he ara oranga, clearing pathways to wellbeing for all

Our values are:

Tūhonotanga - we are inclusive, connected and stronger for it

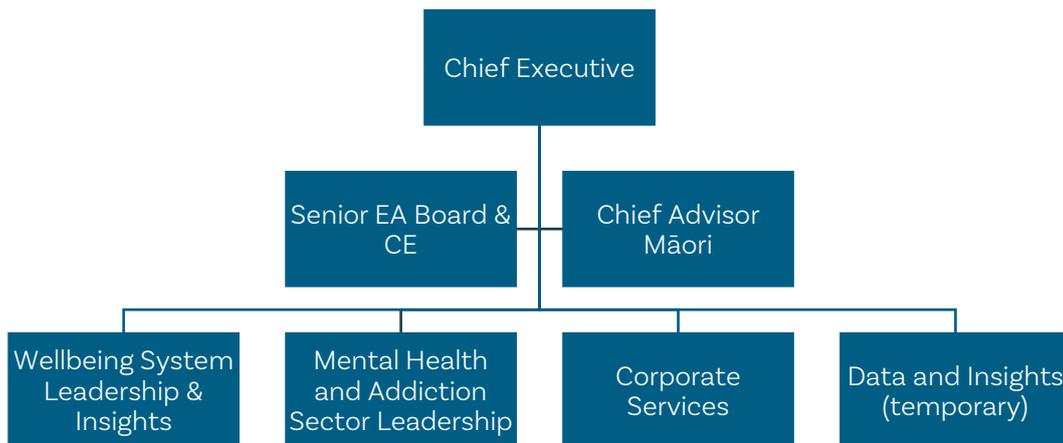
Māia - we are courageous and speak up about what is important to people

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 services and addiction services and assessing and reporting on the effectiveness of approaches to mental health and wellbeing. We also 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.

Our aim is to be a thought leader in the mental health and addiction sector to shape the development of services and approaches.

The Senior Policy Advisor will provide quality policy advice on all areas noted above, with a particular focus on substance misuse and harm, and addiction.

Key functional accountabilities and deliverables for this position

Policy and performance

- Prepare and draft policy documents and performance monitoring reports that are aligned to the Commission's reporting framework
- Undertake peer review of documents and material prepared by colleagues to ensure quality, validity, accuracy, and consistency
- Work with others to ensure all work is well planned, using work planning tools and methods, which include tactical approaches to achieving results through high quality policy advice
- Ensure all work reflects our responsibilities to the priority of equity and meeting te Tiriti o Waitangi obligations
- Contribute to the administration of statutory obligations and commitments, including implementation, monitoring, reporting, and reviewing
- Take ownership; be accountable as a practitioner of policy advice

- Work 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, to ensure policy development is fit for purpose
- Support and contribute to the ongoing development of the service monitoring framework
- Identify any gaps in information required to monitor performance
- 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
- Build collaborative and positive relationships across the team, Ministry of Health, and other external stakeholders
- Contribute to the development and continuous improvement of processes, tools, and frameworks within the wider team.

Health, safety and wellbeing

At Te Hiringa Mahara we expect all of 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 relationships

Internal

Commission colleagues

External

Ministry of Health

Providers of mental health and addiction services

Other government agencies

Research organisations

Person specification

Essential

- An appropriate tertiary level professional qualification and / or relevant work experience
- Experience working successfully in diverse cultural contexts, with knowledge of Māori or Pacific peoples or both
- Experience and knowledge in addiction and substance harm, and/or mental health

- Experience in providing proactive, objective, and high-quality advice, information, and analysis.
- Highly-developed written and oral communication skills, including the ability to communicate clearly and succinctly in a variety of communication settings and styles
- Previous experience applying critical thinking, as well as sound judgment, in the development of options and provision of advice
- Capacity to quickly identify and clearly express core elements of an issue or proposal
- Experience working with a range of stakeholders
- Strong oral and written presentation skills
- Strong analytical skills, especially in relation to measuring and assessing performance of complex systems
- Political nuance, with an understanding how issues play out and what is important to key stakeholders and the Government of the day

Desirable

- Experience in preparing briefing papers to CE, Board and Minister
- Experience in leading projects
- Understanding of and commitment to improving equity of outcomes and Māori Health
- Experience in contributing to policy development
- An understanding of Te Tiriti o Waitangi, tikanga Māori and Māori environments or a strong desire to develop your experience in this area.
- An understanding of public policy and the machinery of Government, with a demonstrated knowledge of political administrative processes and structures
- First-hand experience or strong interest in supporting those who have lived experience of mental distress or addiction would be highly valuable

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.

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 Arawhiti 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.