

Kaitohu Mātāmua Kaupapahere| Principal Policy Advisor

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| Manager | Director Mental Health and Addiction Sector Leadership | | |
| Location | Wellington | | |
| Direct reports | Nil | Delegations | Nil |
| Date | May 2022 | Job band | 18 |

About the Mental Health and Wellbeing Commission

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 New Zealand.

The Commission is an organisation committed to being grounded in Te Tiriti o Waitangi. Not only does the Commission have legal obligations to take account of Te Tiriti o Waitangi in its work, but we are committed to enabling a system that achieves better and equitable mental health and wellbeing outcomes for Māori.

The Commission is 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 whanau) who support them.

We are a new Commission established to provide system oversight and leadership of 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 that gives direction to the Commission into the future was developed. As this strategy is reflected in our approaches and work programme this position description may be reviewed during 2022.

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 will 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 principal policy advisor position plays an important role in the delivery of critical pieces of work. This will include providing quality policy advice on areas noted above, leading specific insights and advocacy projects, and writing reports and submissions. The role will also provide oversight and advice into other team members' projects.

Vision, Mission and Values

The Commission's vision is: *Tū tāngata mauri ora*, thriving together.

The 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

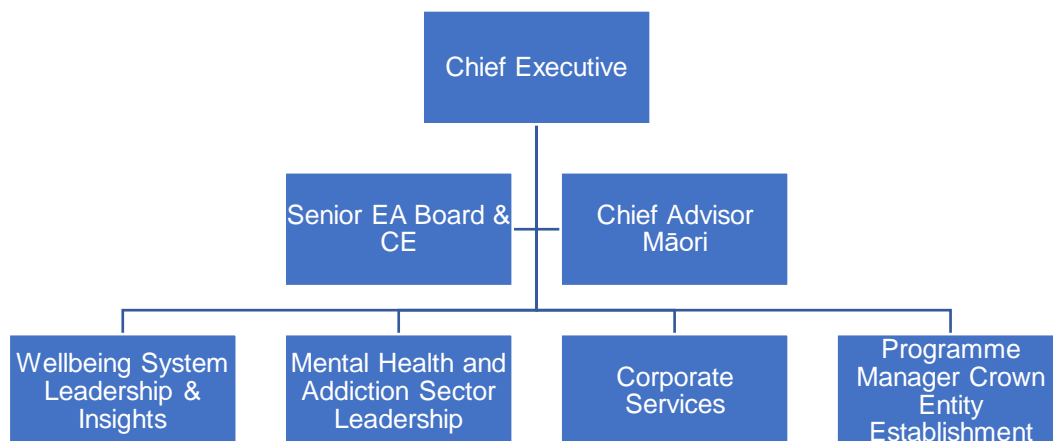
Māia – we are courageous and speak up about what is important to people

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



Key accountabilities

Te Tiriti o Waitangi

- Contribute to the Commission's plan to become a Te Tiriti o Waitangi grounded organisation.
- Ensures all work is undertaken in accordance with Te Tiriti o Waitangi.
- Work in partnership with Māori to integrate a te ao Māori approach to the mental health and addiction wellbeing system.

Policy and performance

- Lead the development of documents including 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.
Support and contribute to the ongoing development and implementation of the He Ara Āwhina Mental Health and Addiction Service Monitoring Framework, including reporting in order to drive change.

Strategy and Planning

- 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

- Provide coaching and in-depth analytical support to Policy Analysts and Senior Policy Analysts.
- 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.

- Build collaborative and positive relationships across the team, Ministry of Health, and other external stakeholders.

Key relationships

Internal

Commission colleagues

External

Ministry of Health

Providers of mental health and addiction services

Other government agencies

Research organisations

Health, safety and wellbeing

At the Mental Health and Wellbeing Commission we expect all of our people to:

- Help maintain a safe working environment within the Commission 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.

Person specification

Essential

- 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.
- Significant experience in policy, strategy, planning or research in health
- Successful experience working with a diverse range of stakeholders and cultural contexts, with knowledge of Maori or Pacific peoples (or both)
- A first-hand experience or strong interest in supporting those who have lived experience and are affected by mental illness, distress, or addiction.
- Extensive experience working strategically and applying critical thinking, as well as sound judgment, in the development of options and provision of proactive, objective and high-quality policy advice, information and analysis.
- 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 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

The Commission 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 Capabilities

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| <p>Commitment to purpose Is committed to the organisation's goals and strategies, and understands the socio-political context in which it operates.</p> | <p>Understands, is committed to, models, develops, and can coach and mentor others in how to apply to their work:</p> <ul style="list-style-type: none"> • MHWC vision, mission & values including a vision of system transformation for mental health, addiction, and wellbeing • Te Tiriti o Waitangi and a meaningful partnership with Māori as tangata whenua • Our relationships with priority groups and populations, and those with lived experience of mental distress and addiction • Mental Health & Wellbeing Commission Act 2020 • MHWC Code of Conduct and public service values • MHWC strategies, plans and operating model |
| <p>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</p> | <ul style="list-style-type: none"> • Has knowledge and understanding of te Tiriti o Waitangi and New Zealand history, and how this impacts our mahi • Understands racial equity and institutional racism • Uses a broad understanding of Māori values, knowledge and culture to inform our work • Incorporates Māori concepts and values into planning and implementation approaches • Understands the Commission's Te Tiriti o Waitangi Workplan and is committed to playing an active part in its implementation • Has an understanding of tikanga/kawa and is confident in situations where tikanga is observed • Participates willingly in Māori cultural events such as pōhiri/pōwhiri, mihi whakatau, Matariki, Māori Language week • Has basic te reo Māori and a commitment to further development • Uses correct pronunciation of te reo Māori |

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| | <ul style="list-style-type: none"> • Is committed to developing skills and understanding in the core competency areas of the Te Arawhiti capability framework* • Leads and builds project/work teams to ensure our work incorporates Māori concepts and frameworks • Seeks input from and stays connected with the Chief Advisor Māori and Ngā Ringa Raupu |
| <p>Collaboration Builds and maintains highly effective working relationships with stakeholders and partners</p> | <ul style="list-style-type: none"> • Strategises about where and how to exert influence in line with organisational priorities and stakeholder management plans • Understands and leads processes to develop networks and partnerships with key stakeholder groups • Identifies and fosters collaborative external relationships that can influence and progress the organisation's strategic objectives • Prepares for engagements by considering a range of information and options, and how best to genuinely engage with stakeholders and partners • Has an open attitude and sufficient awareness of self and others to value other worldviews, and develop cultural skills and communication styles adapted for different individuals and groups • Models, mentors and confers with others on how to best engage • Engages widely and works to reach alignment with groups who have different perspectives • Is seen, visible and accessible • Actively listens to people, assesses how they are reacting, and adapts communication accordingly • Builds culturally-informed partnerships with Māori taking the time to earn their respect • Builds culturally-informed partnerships with other priority population groups taking the time to earn their respect |
| <p>Teamwork Builds and maintains highly effective working relationships with colleagues within the Commission</p> | <ul style="list-style-type: none"> • Demonstrates collective accountability and support for Leadership Team decisions • Models the organisation's values • Builds, models and leads a collaborative work culture of respect and understanding • Values individual and cultural differences and actively promotes inclusive approaches for all ages, genders, sexual orientations, and backgrounds • Encourages and supports others to share knowledge, skills, information and perspectives • Recognises that in a small organisation everyone must be an active and co-operative team member that contributes readily when team efforts are needed • Takes responsibility for their own work behaviours, outputs and decisions |

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| | <ul style="list-style-type: none"> • Demonstrates resilience, adapts to changing circumstances, and seeks help when under pressure • Models clear, honest conversations that respect different points of view and facilitates the prevention and/or resolution of conflict while preserving working relationships |
| <p>Impact & advocacy Is committed to creating system transformation and understands how to prioritise for greatest impact</p> | <ul style="list-style-type: none"> • Thinks strategically at a wider system level and sees MH&W issues through a range of lenses and stakeholder perspectives • Challenges the system's status quo and progresses thinking across the area of the sector in which they work • Develops and implements longer-term concepts and strategies that will have a significant impact on the system • Aligns their work with the organisation's strategic objectives • Keeps an open mind, listens to and hears peer review and other feedback • Effectively navigates through complex political situations • Understands that a small organisation cannot do everything and works with others to prioritise work programmes for the greatest impact • Uses evidence and data to inform decisions and persuade others • Models and leads a work culture of innovation, curiosity and constant learning • Models and leads a continuous improvement culture across the organisation |
| <p>Delivering results Sets objectives, plans and organises activities and resources to achieve results</p> | <ul style="list-style-type: none"> • Demonstrates drive, ambition, optimism and a delivery focus; makes things happen and achieves ambitious outcomes • Contributes to organisation strategic planning • Develops programme/project/engagement plans that are aligned to strategic objectives, that identify work priorities, and take a strong evidence-based approach to planning and decision-making • Works at the right level and on the right things; delivers on their short-term and long-term objectives • Adapts workflows and deployment of resources to meet changing demands and priorities, whilst sustaining performance on programme/project plans • Utilises appropriate management information systems • Meets performance objectives, standards, and measures of success • Communicates so all staff can see how their work on projects/programmes contributes to the success of the organisation • Supports colleagues in their work by providing technical input/advice, feedback and peer review • Contributes to individuals' development and learning plans with structured coaching and mentoring |

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| | <ul style="list-style-type: none"> • Seeks constructive feedback and guidance from colleagues and stakeholders to improve own performance • Shows awareness of own strengths and areas for growth, and actively seeks learning and development opportunities to maximise work performance and satisfaction |
| <p>Analysis & judgement Uses logical thinking and analysis to clarify and resolve problems and make decisions</p> | <ul style="list-style-type: none"> • Advocates for policy changes at the government and sector level that will enhance mental health, addiction and wellbeing outcomes for Māori and other priority population groups • Listens to the voice of Māori and priority population groups to ensure advocating for what is needed • Undertakes high-level critical analysis of a wide range of complex information to break down issues and develop comprehensive responses • Uses intuition and business nous where robust information is lacking • Makes decisions that balance conflicting factors and views, take account of the practical implications of decision choices and recognise interrelationships and strategic considerations • Oversees/moderates analyses undertaken by others to enable quality approaches to information gathering and evaluation and ensure objective judgements and decision making • Provides proactive and frank advice that is impactful, influential and fit for purpose • Frames advice in the context of relative priorities • Influences others and shapes the policy debate • Anticipates and times the delivery of advice to maximise impact and influence |