



**Senior Advisor NZSL**

**Location: Wellington**

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**About Whaikaha - Ministry of Disabled People**

**Our Purpose**

Whaikaha - Ministry of Disabled People is underpinned by Aotearoa New Zealand’s commitments under the United Nations Convention on the Rights of Persons with Disabilities along with the United Nations Declaration on the Rights of Indigenous Peoples. In addition, the vision, and principles of Enabling Good Lives (EGL) and Whānau Ora are foundational to how the Ministry does its work.

Whaikaha focuses on listening to and partnering with disabled people, tāngata whaikaha Māori, Pacific disabled people, their families, and communities so that their experiences can inform changes to the policies and practices which govern the disability sector. The goal is to enable disabled people and tāngata whaikaha Māori to make their own decisions on the supports that will enable them to live their own good life, enhancing their mana and self-determination.

Whaikaha will provide strong and focused leadership of the disability system across government through:

- Driving better outcomes for all disabled people
- Leading and coordinating cross-government strategic disability policy
- Working to deliver and transform disability support services, and
- Progressing work on the broader transformation of the wider disability system.

### **Accessibility**

We believe in a diverse and inclusive Ministry which reflects the communities that we serve. We care about the wellbeing and success of our people and provide a supportive and inclusive working environment where people can thrive and be who they are.

### **Te Tiriti o Waitangi**

We have a firm commitment to Te Tiriti o Waitangi, which means we are committed to giving effect to Te Tiriti through building kāwanatanga, rangatiratanga and ōritetanga. Whaikaha works to partner with and give effect to the voice of Māori, tāngata whaikaha me o rātou whānau. Whaikaha works to support tāngata whaikaha Māori, whānau, hapū, Iwi and communities to enable their good life and aspirations.

### **Your place in Whaikaha**

The Senior Advisor NZSL reports to the Manager NZSL within the New Zealand Sign Language Office which sits within the Policy, Strategy and Partnerships Business Unit.

The purpose of the Policy, Strategy and Partnerships Group is to provide a focus on partnerships and stewardship, including influencing disability policy and disability strategy work across government, and to monitor the quality of the disability support system.

## **About the role**

The New Zealand Sign Language (NZSL) Office sits within the Partnerships and Stewardship Group. The NZSL Office provides ministerial support and advice to the Minister for Disability Issues as well as secretariat support to the NZSL Board.

The New Zealand Disability Strategy and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) provide the context for the establishment of the NZSL Board.

The Senior Advisor NZSL will work together the NZSL Board to maintain and promote NZSL through the New Zealand Sign Language Strategy and associated actions. The role involves working in close partnership with the Deaf community and community of NZSL users.

The Senior Advisor will also work with others in the Partnerships and Stewardship Group, particularly the Partnerships and Voice Team.

## **How you will contribute**

### **Promote the New Zealand Sign Language Strategy**

- Communicate on the New Zealand Sign Language Strategy and on progress being made.
- Promote the outcomes framework for identifying priorities for actions under the New Zealand Sign Language Strategy.
- Identify gaps and actions for government agencies to address.

### **Stakeholder Engagement**

#### **Disability and Deaf Sector Support**

- Maintain effective relationships with key stakeholders from the Deaf and NZSL-user communities, and Government agencies, to facilitate meaningful engagement.
- Support the others in the team to maintain active relationships with disabled people's organisations, family groups, umbrella groups and forums, service providers, professional groups, NGOs, and other key stakeholders engaged in supporting disabled people and their families.
- Assist and support the Deaf and NZSL-user communities to have effective and appropriate input into government policy development and service provision decisions.

- Provide information for the NZSL users, Deaf people and their families, and disability sector organisations on government policy and practice that impacts on disabled people.

Government (central and local)

- Support others in the team to maintain active relationships with central and local government agencies and crown entities engaged in supporting Deaf people and NZSL users.

### **Advice & Support**

- Research, identify and disseminate good practice and innovative approaches.
- Provide high quality advice to the NZSL Board, and to the Manager NZSL, Whaikaha, other government agencies and research organisations based on sound knowledge of international and national best practice, research, and issues and priorities identified by NZSL users, Deaf people and their families, and disability sector organisations.
- As required, assist in providing second opinion advice on draft legislation and policy development led by Whaikaha and other government agencies that impacts on Deaf people and other NZSL users.
- Provide regular written briefings to the Minister on issues of interest to and impacting on Deaf people, their families, Deaf organisations and NZSL users.

### **Project Delivery & Coordination**

- Manage designated project work streams and/or participate as a project team member where required to ensure the successful delivery of the NZSL Office's work programme.
- Lead/assist with the monitoring of progress against work programme deliverables; proactively anticipate and manage risks; and provide timely feedback to the Manager NZSL and Group Manager Partnerships and Stewardship.
- Lead planning and monitoring for project activities so they are completed on time.
- Understand and use key project management standards, guidelines, processes, roles, and responsibilities (such as risk management, planning, progress tracking, documentation, and controls).

## **Ministerial Servicing**

- Provide services to support Ministerial Private Secretaries.
- Contribute to the timely delivery of high-quality speech notes, Ministerial responses to correspondence, answers to Parliamentary Questions, Official Information requests, Ombudsman correspondence, select committee questions and correspondence for the Chief Executive.

## **Monitoring and Reporting**

- Maintain an up-to-date knowledge of the disability sector and an understanding of the issues affecting Deaf people and NZSL users.
- Monitor data and information on the achievement of the NZSL Strategy.
- Maintain a knowledge of disability policy and practice as it evolves and apply that to the advice and reporting requirements of the role.
- Lead reporting on the NZSL Strategy and related projects.
- Lead in reporting on the overall progress and wellbeing of Deaf people and other disabled people.

## **Risk Management**

- Keep the Manager NZSL and NZSL Board Chairperson informed of any critical risk issues that may impact on the work of the NZSL Office and the Government's commitment to progress the rights and opportunities of disabled people.

## **Stakeholder Engagement**

- Establish and maintain networks across Whaikaha, cross government and within the Disability Sector.
- Take a leadership role in internal or external meetings as appropriate.
- Articulate the NZSL Office's position, rationale, and strategy on issues with accuracy and persuasion.
- Confidently represent the NZSL Office at significant meetings and on working groups when required, identifying and following up on key actions.
- Facilitate and co-ordinate the development of cross-government actions to implement the NZSL Strategy.
- Design and deliver presentations within various forums to ensure that key messages are delivered succinctly and clearly.

## **Leadership**

- Provide leadership within the team by proactively leading, delivering and monitoring key pieces of work with minimal supervision.
- Lead by example and role model behaviours that contribute to a positive and constructive workplace culture.

## **Embedding accessibility**

- Embed a culture of genuine accessibility within teams where people work actively identify and remove barriers and recognizes individual strengths and needs.

## **Embedding te ao Māori**

- Embed Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at the Whaikaha.
- Continuously build more experience, knowledge, skills, and capabilities to confidently engage with whānau, hapū and iwi.

## **Health, safety, and security**

- Understand and implement your Health, Safety and Security accountabilities as outlined in the Health, Safety and Security Accountability Framework.
- Ensure you understand, follow, and implement all Health, Safety and Security and wellbeing policies and procedures.

## **Emergency management and business continuity**

- Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
- Participate in periodic training, reviews, and tests of the established Business Continuity Plans and operating procedures.

## **Role requirements**

Whaikaha is committed to building and maintaining a diverse, inclusive, and accessible workplace. While this section contains guidance as to the potential requirements for the role, it is not determinative or a complete list. We value the unique skills, strengths, perspectives, and experiences that a diverse range of people may bring.

## **Qualifications Experience and knowledge**

We are looking for:

- Fluency in NZSL
- An understanding/knowledge and/or interest in:
  - Deaf organisations and the Deaf world
  - issues impacting on the lives of disabled people and their families
  - disability sector organisations, including disabled people's organisations, Māori, Pacific and ethnic organisations, and relevant international groups
- An ability to develop and maintain effective relationships in order to work with others in the team and with the government and community sectors
- Analytical skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise
- Competent written communication skills
- Experience working in an environment with diverse perspectives across multiple stakeholders
- A Tertiary qualification in a relevant discipline or equivalent operational experience

## **About the person**

We are looking for someone who is an innovative thinker and who can work effectively alone and in a team environment, prioritise and manage their own workload to contribute towards team goals.

We seek somebody with:

- An ability to establish effective relationships and rapport with all relevant stakeholders
- Sound judgement and organisational awareness
- A wide-ranging perspective that contributes to excellent decision quality
- Flexibility, adaptability, and pragmatism
- Commitment to achievement and shows resourcefulness, self-sufficiency, persistence and adaptability
- Honesty and integrity
- A cross-sector and client focus
- A lived experience of disability is respected and welcomed alongside the listed knowledge, experience, attributes and success factors

- The ability to work in a tripartite relationship with disabled people and Tāngata Whaikaha Māori
- A well-developed understanding of Te Tiriti o Waitangi and associated government policy

To undertake this role successfully the incumbent will be a disabled person, or have lived experience through whānau, or be able to establish credibility and trust with the disability community, as well as having empathy and a deep understanding of the unique and diverse experiences of disabled people.

## **Key relationships**

### **Internal**

- Key managers and staff from the Policy Group, including members of the Health and Disability Policy team and Office for Senior Citizens
- Managers and staff in Ministry corporate and service delivery groups and business units including the Principal Advisors for Health and Disability and Ministerial and Executive Services

### **External**

- The NZSL Board
- The Office of the Minister for Disability Issues
- The Deaf community and Deaf organisations
- Disability sector, including disabled people, disabled people's organisations, families and family groups, and disability service providers
- Other government agencies identified as key actors in implementing and supporting the NZSL Strategy
- Managers and staff of other national and local government agencies and crown entities engaged in supporting Deaf people and NZSL users
- Relevant researchers and academics
- Key international government and non-government agencies
- Agencies and organisations that collect statistics and other data

## **Delegations**

The following delegations apply to this position:

- Human Resources – N/A
- Financial – N/A



## **Working in the Public Service**

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

**Position Description Updated:** October 2023