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Advisor

Operational Policy

Adapted in 2024 by Accessible Formats Service,
Blind Low Vision NZ, Auckland

TN: Logo at the top of the page is: Whaikaha Ministry of Disabled People.

Advisor Operational Policy

- Flexible working arrangements available
- Join a flexible and inclusive organisation committed to accessibility
- Support our meaningful mahi and have a positive impact

Join us as an Advisor Operational Policy and help us deliver improved outcomes for disabled people, tāngata Whaikaha Māori and their whānau.

Ko wai mātou | About Us

Whaikaha—Ministry of Disabled People has a unique mandate of having responsibility to steward change across Government, while commissioning disability support services; as well as transforming how these services are commissioned and delivered.

Disabled people expect to have greater choice and control over the supports and services they receive to lead their best life. We are committed to this by strengthening relationships and working in partnership with disabled people, tāngata whaikaha Māori, Pacific disabled people and their whānau.

Whaikaha presents an exciting opportunity to make a real difference. The call for "Nothing about us, without us" is an integral part of our operation.

Mō tēnei tūranga mahi | About the Role

As an Advisor Operational Policy, you will focus on enhancing Whaikaha's operational and system design. This will be done by developing and updating operational policy and guidelines and participating in projects to implement policy and operational policy changes for the Commissioning, Design and Delivery group.

You will support the Operational Policy team and work closely with the wider business group to contribute to the design and development of the systems, methodologies, tools, and policy instruments required to translate design into effective and operational guidelines.

Alternate formats of this advertisement and PDs can be found here www.whaikaha.govt.nz/op-poli

Koe wai koe | About you:

As an Operational Policy Advisor, you will either have experience in developing operational guidelines in a service commissioning and/or delivery environment or contribute transferrable skills from a previous operational or policy role. You will have a strong understanding of the interface between policy and legislation.

You will have the ability to establish credibility across different levels of the organisation, and strong analytical and problem-solving skills.

You understand the importance of plain English and the delivery of advice that is tailored to its audience.

To undertake this role successfully, you will be a disabled person or be able to establish credibility and trust with the disability community, as well as having empathy and an understanding of the unique and diverse experiences of disabled people.

Mō Te Tono, Mō Te Tirotiro Tātai Tūranga | Apply or View the Position Description:

www.whaikaha.govt.nz/op-poli

Salary range:

\$78,222-\$94,689

Tono Mai | We encourage you to apply:

Joining Whaikaha means being part of a whānau that celebrates the diversity each individual brings. Currently, just over 40% of our people identify as disabled people and we want this number to grow. 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 really are. We are

committed to the application of Te Tiriti o Waitangi in all levels of our work.

Me He Pātai Anō | Further Enquiries:

We encourage you to talk to us about any support you need. We want you to present this information in a way that plays to your strengths. For example, you may prefer to use video instead of a traditional CV and cover letter. You might want whānau or a friend to tell us about you or use social media or a PowerPoint presentation. Let's kōrero about what you need to feel supported in your application.

Contact us about the best way for you to apply by emailing us at PeopleandCulture@whaikaha.govt.nz

Te Tono | Application:

If you work for Whaikaha already—please apply through the myHR portal. You can do this by clicking the **"Apply"** button to complete the online application form and upload your CV and cover letter. This will ensure that your employee profile is visible as an internal candidate.

Ka Kati Ngā Tono | Applications

Close:

For closing dates, please refer to this job position on www.whaikaha.govt.nz/op-poli

Whaikaha has adopted the Ministry of Social Development's (host agency) COVID-19 vaccination policy. This policy applies to all Whaikaha employees and encourages, but does not require, employees to be fully vaccinated for COVID-19 and its variants, unless the role is identified as requiring vaccination at the time.

End of Advisor Operational Policy