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Senior Advisor– Office of the Deputy Chief Executive

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.

Senior Advisor–Office of the Deputy Chief Executive

- An integral role, working closely with the Deputy Chief Executive (DCE) and Director DC
- Join an inclusive and collaborative team and thriving organisation
- Flexible working arrangements available

Support the delivery of improved outcomes for disabled people and tāngata whaikaha Māori.

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 the Senior Advisor (DCE Office) you will support the work of the Deputy Chief Executive by providing strategic, organisational, and operational advice in a dynamic and continuous learning environment.

You will work directly with the Deputy Chief Executive, Director, Office of the Deputy Chief Executive, and the wider Commissioning, Design and Delivery group.

You will provide advice and effective solutions, develop systems and protocols to improve workflows, and develop strong relationships with internal and external stakeholders.

You will also assist with special projects as required, have a can-do attitude, and be comfortable dealing with complexity.

Alternate formats of this advertisement and PDs can be found here whaikaha.govt.nz/DCE1

Koe wai koe | About you:

You will have an understanding of the strategic future and current issues facing Whaikaha and the health and disability sector.

Your demonstrated experience within the government sector will ensure you have knowledge of Te Tiriti o

Waitangi and associated government policies and processes.

You will have the ability to establish positive relationships and credibility at a high level and work through collaborative relationships at all levels of the organisation, and with external stakeholders.

You will have experience managing workflow, be solutions-focused in identifying risks and mitigation, and opportunities for improvement.

You will have the ability to manage multiple pieces of work in a dynamic environment and be an integral team member.

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/ad-DCE1

Salary range:

\$102,533-\$124,402

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/ad-DCE1.

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 Senior Advisor–Office of the Deputy Chief Executive