



Commissioning Advisor

Nature and Term: Fixed term / Full time

Salary band: \$73,440.00 – \$83,640.00

Location: Ōtautahi – Christchurch

Kia hiwa rā, kia hiwa rā, kei te kimi mātou o Te Pūtahitanga o Te Waipounamu i tētahi tāngata ki te whakakī i tētahi tūnga wātea. Nā reira, pānui mai i ngā kōrero e whai ake nei. Ko koe pea te tangata tika.

We have an exciting opportunity for two experienced Commissioning Advisors to join our team at Te Pūtahitanga o Te Waipounamu!

Mō mātou - Our organisation

As the Whānau Ora Commissioning Agency for the South Island, Te Pūtahitanga o Te Waipounamu contributes to realising the power of the Whānau Ora approach by developing strategies based on four guiding principles:

- Kotahitanga - collaborative approach to integrated solutions and delivery
- Kāinga focus - local solutions. Whānau initiated solutions are best
- Panoni hou - innovation through investing in new solutions, encouraging social innovation and entrepreneurship to incentivise new services, new approaches and integrated solutions
- Kōkiritanga - partnering for success.

Te Pūtahitanga o Te Waipounamu works to support and enable whānau to create sustained social impact. We do this by developing and investing in ideas and initiatives that improve outcomes for whānau Māori, underpinned by whānau-centred principles and strategies.

Ko tā mātou mahi - Our role

Our commissioning streams require further resourcing therefore we are seeking two Commissioning Advisors to join to our team.

Our Commissioning Advisors are responsible for a portfolio of commissioned initiatives post investment and throughout the duration of their agreement with Te Pūtahitanga o Te Waipounamu. You will provide support along the contract negotiation process, as the face of Te Pūtahitanga o Te Waipounamu.

The roles contribute to the efficient and effective management of agreements. You will be known, on the ground in the community supporting whānau to achieve their aspirations, identify areas of upskilling and resource whānau to develop their capability. Your sound relationship management, engagement skills, report writing, and effective communication skills will see you succeed in these roles.

Responsibilities include:

- Support the commissioning team with planning of each commissioning round, process, receipt, collation, and preparation for the assessment panel.
- Engage with approved entities to negotiate and manage contracts.
- Actively track contract scope, budgets and cycles that may directly impact on contracting outcomes.
- Assess, mitigate, resolve and manage problems, risks and/or issues associated with the contract arrangements.

- Diligent reporting writing.
- Build and maintain trusted relationships with whānau, partners, communities, and networks.

Ōu pūkenga - What you will bring?

- Demonstrated ability to build and maintain trusted relationships with whānau, partners, communities, and networks.
- Sound experience in dealing with the management of investment funding, commissioning, and community-based programmes.
- Proven experience working with Māori and within a kaupapa Māori environment.
- Knowledge and experience with the Whānau Ora approach.
- Business competency, business experience, knowledge, and skills.
- Demonstrate a high level of digital capability across platforms and technologies, in particular SharePoint, CRM, Teams, Microsoft Office 365 suite etc.
- Diligent monitoring and report writing skills.
- Excellent written and oral communication skills.
- Exceptional organisational, planning and process mapping skills.
- Be a strategic thinker and planner.
- Established community relationships, credibility with the greater Māori community is desired.
- Knowledge of or a willingness to learn te reo and tikanga necessary to discharge the function of the role.
- Willingness to engage with whānau, hapū and iwi networks throughout Aotearoa.
- A current full driver's licence.
- A relevant Tertiary qualification.

Additionally, this role will require someone with excellent interpersonal skills, coupled with a high level of professionalism and capability to support the initiatives of this significant, whānau focused organisation.

A working understanding of kaupapa Māori will be essential in being able to provide strategic support to the Te Pūtahitanga team and key stakeholders.

If you are looking for an exciting and rewarding new opportunity to support the realisation of Whānau Ora, then this role with purpose is for you.

Ngā hua – Benefits / What's in it for you?

- Passionate, motivated, and caring colleagues.
- A workplace founded on te ao Māori and tikanga Māori.
- A job that contributes to making a difference for whānau.

Me pēhea te tono - How to apply.

Click the link to apply now.

Be sure to attach a current CV and a Cover Letter advising us why you would be an excellent fit for the role.

If you would like a copy of the full position description or for any further information, please email hr@teputahitanga.org

Applications close on Sunday 19 March 2023 at 10:00pm.

Please note, it is not a condition of employment that kaimahi are vaccinated against COVID-19 or any other virus, however, it is a condition of employment from 10 October 2022 that all kaimahi accepting employment thereafter at Te Pūtahitanga o Te Waipounamu, acknowledge that a condition of employment is that they will vaccinate in full compliance of any government mandate to do so, if any such mandate is re-introduced.