

# *He ara pukenga, he ara tauwhiro, hei whakamana mātā waka*

*The many pathways of knowledge, the many pathways of social work,  
upholding the dignity of all*

## **Come work with us**

- We welcome your experiences to strengthen and support the pou of our whare.
- We embrace diversity and inclusiveness, are passionate about our mahi, and value work-life balance.
- We are small with a supportive culture that values everyone's strengths while providing opportunities to grow personally and professionally.

## **A taste of what we do**

- We are the occupational regulator of the social work Profession.
- We are the Government's Lead Agency for workforce planning for all social workers.
- We are a Crown Entity responsible to the Ministry of Social Development.
- Our purpose is to protect the safety of members of the public by ensuring that social workers are competent, fit to practice, and accountable for the way in which they practice and through that mahi to enhance the professionalism of social workers.

## **Our obligations in relation to Māori**

- As the Social Workers Registration Board (SWRB) | Kāhui Whakamana Tauwhiro, we recognise the Crown-Māori commitment as Te Tiriti O Waitangi partners and are committed to improving services and outcomes for Māori, strengthening the Crown's relationship with Māori, and developing our Māori capability.

## **Our values**

- **Matatika:** To do what is right and just, ethical, fair, equitable, honest, unbiased, impartial, moral, trustworthy
- **Manaaki:** To look after the dignity of others, to support, to tend, to take care of, protect, look out for, show respect, generosity, and kindness towards others
- **Mahitahi:** To work together as one, collaborate, cooperate, co-design, connect, interact, reciprocate, discuss, debate, work in unity with teamwork and synergy
- **Māia:** To be bold, brave, capable, confident, courageous, demonstrating endurance, strength, and resilience

## Senior/Policy Advisor, Strategy

### Position Description

You are confident in analysing and developing policy and working collaboratively with a range of stakeholders taking a cross sectoral and strategic approach to your mahi. You enhance team and organisational performance by engaging well with others, working at pace, bringing fresh ideas about how work is done, and taking on greater responsibility as your knowledge grows.

### Aronga mahi | Work focus

Reporting Line	You will report to the <b>Director of Strategy</b>
Direct Reports Accountability	Nil
Financial Accountability	Nil

### Te whāinga me te putanga | Purpose and Outcome

The purpose of the role is to support the Strategy Team by delivering policy advice and analysis as part of the review of the Social Worker Registration Act (SWRA) project.

### Te horopaki me ngā kawenga | Context and responsibilities

Working alongside your colleagues and across all parts of the Social Workers Registration Board | Kāhui Whakamana Tauwhiro (SWRB) and external stakeholders you will provide leadership and mahi in the following areas:

#### Policy Development and Advice

- Develop high quality, robust advice using appropriate evidence base; thorough research and analysis;
- Provide analysis, advice and support to the development of the legislation review project.
- Contribute to the development of strategies and plans (including working with intervention logics and outcomes frameworks)
- Critically synthesise information from a wide variety of sources to draw sound conclusions from available evidence.
- Engage with stakeholders and government agencies to ensure the advice provided is practical and effective.
- Provide support to the broader Strategy teamwork program, where appropriate

#### Review of the SWR Act

- Support the project lead for the review and be an active member of the project team.
- Undertake targeted research and policy work to inform advice related to the SWRA review project
- Undertake analysis and reporting of findings, for a variety of audiences.
- Embark on targeted research projects to support the SWRB's wider work programme as required.
- Analyse research and evidence to understand insights to for a variety of audiences.

#### Stakeholder engagement

- Support the operation of the Expert Advisory group (title tbc)

- Build and maintain relationships and networks to draw upon and exchange ideas, resources, and know how.
- Support the Project Lead, to liaise, inform, and consult (as appropriate) with a range of SWRB audience including national, regional and local agencies, groups, consumers, practitioners and others to broad coverage of engagement
- Provide support and mentorship to other team members where appropriate.

### **Leadership**

- Provide leadership by implementing a positive, customer-focused, and professional team culture that is respectful and demonstrates the SWRB values in action.
- Maintains strong respectful relationships with colleagues within the SWRB, and works in a collegial and integrated way, to provide timely, high-quality services.
- Adheres to all SWRB procedures, policies, guidelines, and Public Service Standards of Integrity and Conduct.

### **Health, Safety and Emergency Management**

- Complies with and supports all health and safety policies, guidelines, and initiatives.
- Ensures all incidents, injuries and near misses are reported into our Health and Safety reporting log.
- Takes personal responsibility for meeting the SWRB's obligations in workplace health and safety.

### **Systems and processes**

- Actively seek out opportunities to improve efficiency and quality control in processes, procedures and documentation used throughout SWRB processes.
- Work to improve and maintain data collection and reporting.

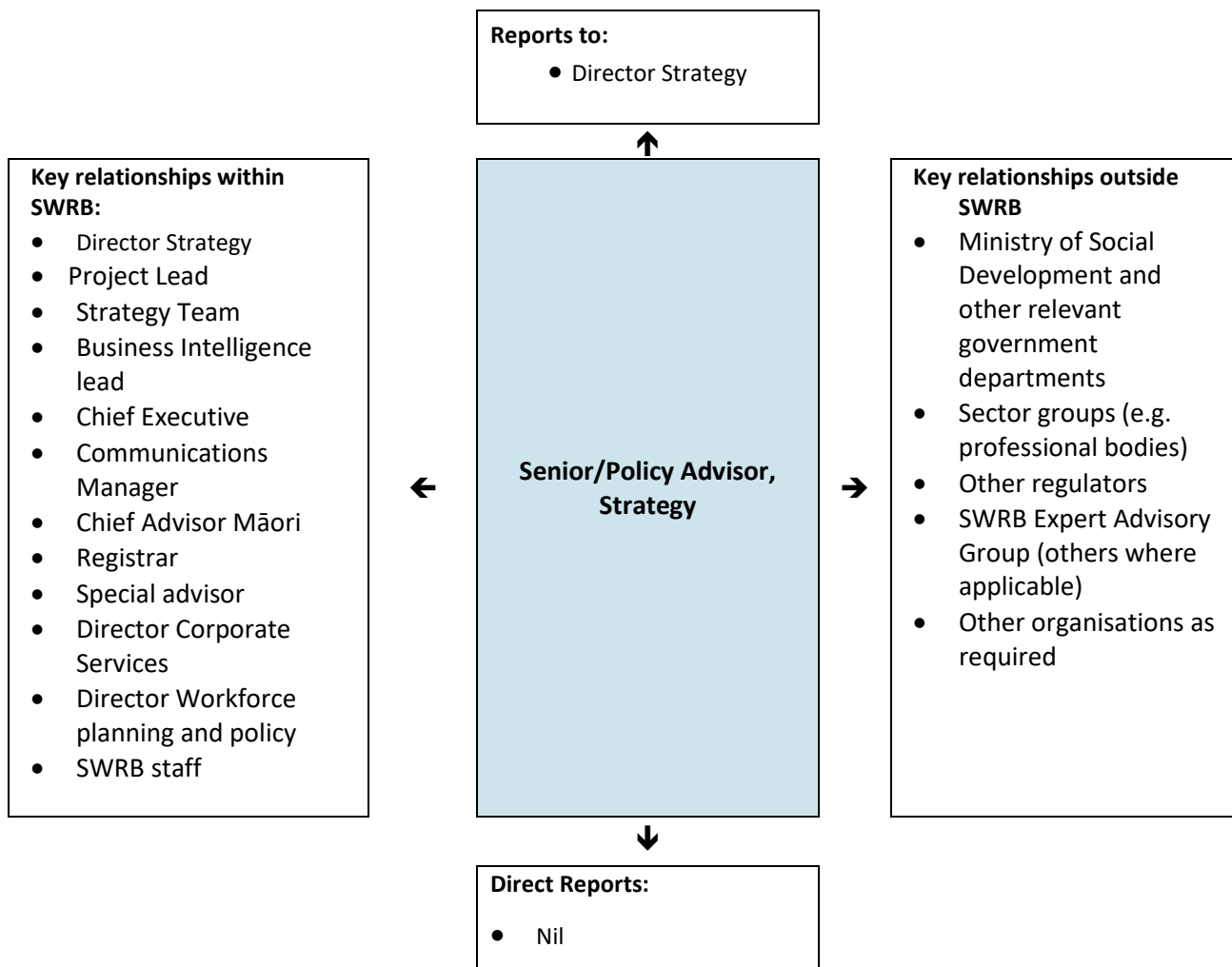
### **Risk Management**

- Identify any organisational risks and take actions to minimise their impact.
- Effectively manage risks and escalate risks and propose appropriate mitigation where necessary.
- Keep manager informed of any risks and/or issues that may impact on the SWRB's ability to meet its obligations.

## **Ngā hononga | Relationships**

You will work across all parts of the SWRB as an active and positive member of the team, maintaining strong respectful relationships with colleagues within the organisation, and work in a collegial and integrated way, to provide timely, high-quality advice and services.

Stakeholder relationship development and maintenance across social work employers, sector organisations, government agencies, funders, education and training providers, social workers and social services sector ensuring SWRB/ Kāhui Whakamana Tauwhiro functions and role is communicated effectively and in a timely manner.



### Ngā wheako me ngā tohu mātauranga | Experience & qualifications

In addition to the skill requirements outlined at the end of the position description the following experience and qualifications are specifically required for this position:

- Relevant Territory qualification or 2-3 years' experience as a Policy Advisor.
- Experience in the social sector and/or a regulatory environment is desirable.
- Demonstrated commitment and understanding of Te Tiriti o Waitangi, te ao Māori and as it relates to the social services sector
- Experience working with or in the public sector with a proven ability to achieve results in a political environment and a good understanding of the machinery of government processes.

### Ngā pūkenga – me matatau koe ki ēnei mea | Skills–what you must do well

- Experience in leading/supporting policy projects, including defining the problem, managing and undertaking the analysis and engaging others to deliver high-quality objective advice and outcomes
- High analytical and critical thinking skills with the ability to identify and integrate data, information and evidence into decision making
- The ability to lead and self-direct pieces of the project work where appropriate.

- Strong interpersonal skills with the ability to develop relationships to effectively and independently communicate with stakeholders – internal SMEs and legal team, as well as external experts with the ability to influence and persuade.
- Outstanding written and oral communication skills with great attention to detail.
- Ability to think strategically, creatively and to collaborate with internal and external stakeholders
- You will be a highly motivated, enthusiastic team player who is well organized, has strong time management skills, to handle multiple projects, coordinate the input of multiple people, and meet critical deadlines.
- Collaborative in approach, willing to share ideas and be open to any ideas or improvements
- Strong analytical and critical thinking skills with the ability to apply creative thinking to develop innovative and effective solutions and the ability to lead and self-direct pieces of work.
- Ability to work successfully with Māori as tangata whenua and across cultures.

### **Te āhua whaiaro | Personal character**

- **Honest & open**      Willing to be open and confident to share thoughts; sees the benefit in raising what may be perceived as difficult conversations.
- **Curious**              Show curiosity, flexibility, and openness in the way you approach your work.
- **Self-aware & agile**    Be aware of your strengths and weaknesses, looking for ways to improve skills and adapt approach; adapt well in a changing environment.
- **Resilient**              Show composure, grit, and a sense of perspective when the going gets tough.

### **Te tū angitu i roto i tēnei tūranga | Being successful in this role**

You can manage a significant volume of routine work, and because it is second nature to you, you work at pace. Your knowledge, research and strategic thinking are solid, your advice is sound, and you can confidently draw on previous experiences to progress work scenarios. You seek opportunities to learn new things and successfully deliver work which may be ambiguous, unfamiliar and a stretch.

### **Ngā āheinga me ngā kawatau | Capabilities and expectations**

We recruit to develop a diverse workforce that reflects New Zealand communities. Regardless of your area of focus, knowledge and background, the underlying skills and capabilities you bring to the SWRB at this level are comparable with others at the same level in the organisation.

We focus on four key capability areas. Below we've summarised what we expect from you, so that you contribute to SWRB's direction, stewardship, talent development and achievements. It's not an exhaustive list.

#### **1. Te Whakahaere o te Tuku | Delivery Management**

**We want you to do things like this:**

- Can be relied upon to consistently deliver routine work accurately, and independently.
- Understand the context of your work within the wider organisation.

- Works with He Arapaki – the SWRB Māori Development strategy and action plan, to help shape and inform work program and priorities.
- Confidently lead work, where you have greatest depth of knowledge, to a successful conclusion. Know when to ask questions or seek clarification.
- With support, successfully navigate through work that has some degree of ambiguity or requires problem resolution.
- Contribute to the wider team effort using your knowledge of process and risk to provide sound advice.
- Manage your workload and work-life balance, being flexible in your approach as you juggle priorities and competing demands for yourself and others.

## 2. *Te Whakahaere ā Parapara | Talent Management*

We want you to do things like this:

- Participate constructively in SWRB staff development programmes.
- Take responsibility for identifying ‘stretch’ goals and for meeting agreed delivery and development commitments reflecting SWRB values.
- Build confidence and capability in te reo, tikanga and te Tiriti O Waitangi. Explore opportunities to practise with others in a safe, open environment.
- Develop and improve your own performance standards, and work collaboratively with others to improve team performance.
- Contribute to a positive organisational culture, demonstrating our values and behaviours and encouraging flexible ways of working.
- Take every opportunity to learn and be ready to learn from others.
- Be ready to adapt and take the initiative, stepping in if you see help is needed beyond your own area of work.

## 3. *Te Mana o te Tikanga | Systems Leadership*

We want you to do things like this:

- Understand how the SWRB is engaging with our Tiriti partners and why this is important. Work with others to apply this to your work.
- Build and maintain connections with key people across the organisation and build awareness of external networks.
- See how your work connects with and supports the wider organisation.
- Think about work from a system perspective. Initiate, critique, discuss, and generate ideas about how work could be enhanced.
- Present work to broad internal audiences, framing a position clearly, understanding the user’s perspective, and capturing feedback.
- Keep up with latest practices and developments in your field of work—use them, share them, and suggest adopting those that could improve the way we do things.

## 4. *Mana Rautaki | Strategic Leadership*

We want you to do things like this:

- Understand the strategic context for your work, the team’s work, and more broadly across the organisation.

- Participate constructively in discussions about the team’s plan in relation to the SWRB’s direction.
- Be able to discuss credibly with internal audiences how your work is connected to the strategic direction.
- Understand how the evolving Māori–Crown relationship and the Crown’s Te Tiriti O Waitangi obligations inform and shape your advice.
- Contribute to the discussion about how we position ourselves to as the occupational regulator and Lead Agency workforce planning with the social work sector.