

He ara pukenga, he ara tauwhiro, hei wha kamana 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 strengthens while providing opportunities to grow personally and professionally.

A taste of what we do

- We are the regulatory authority responsible for the registration of social workers.
- We are a Crown Entity and the Government's Lead Agency for social worker workforce planning.
- Our primary function 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. A further purpose is to enhance the professionalism of social workers.

Our obligations in relation to Māori

- As the Social Workers Registration Board (SWRB), 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.

Special Advisor, Social Work | Kākaho Motuhake | Position Description

You provide thought leadership across the organisation, bringing your knowledge, expertise, and social work practice experience to support SWRB across our work along with our regulatory and workforce planning roles. You enjoy a fast paced, dynamic environment, and are open and curious about new ideas through our unique lens, as well as building on existing work. Communicating and managing strategic relationships with the social work sector is a core part of the role.

Aronga mahi | Work focus

Reporting Line	You will report to Chief Executive Te Tumu Herenga Waka
Direct Reports Accountability	Nil
Financial Accountability	As per Chief Executive delegation

Te whāinga me Te putanga | Purpose and Outcome

Your role will:

- provide advice and support to the Chief Executive including on current and emerging issues for the social work sector.
- contribute to building the social work sector understanding of its regulatory responsibilities and compliance obligations under statute, using proactive communication and engagement processes.
- engage actively with the sector on key policy and advice (e.g. practice competencies and standards; code of conduct), and workforce planning.
- provide expert and practice-based knowledge advice across the SWRB.
- support the SWRB in undertaking the role of lead agency for work force planning for social work.
- support the work of the education and training function.
- provide advice on an as needed basis on International social work and regulations that impact on the social work profession.
- in conjunction with the Chief Executive and SLT, provide internal communications to staff, Board, and the Minister where appropriate.
- recognise the organisation's Crown-Māori commitment to supporting Te Tiriti o Waitangi.

Te horopaki me ngā kawenga | Context and responsibilities

It will be your responsibility to provide thought leadership on aspects of our work programme including to:

- Provide advice on collaborative working practices, and business processes, at a system level, that are open, transparent and allow the social work expertise and experience to inform and contribute to the formulation of strategic and operational policy for regulatory systems and processes, including planning for future workforce requirements.
- Providing expert advice across the business, especially regulatory and workforce functions including registration, complaints, and compliance
- Facilitate the cultural capability building of the SWRB to ensure the Māori perspective informs our advice and decision making, to deliver quality outcomes.

Working alongside your colleagues and across all parts of Social Workers Registration Board | Kahui Whakamana Tauwhiro (SWRB) you will ensure that advice is provided in the following areas:

Thought Leadership and Advice

Version: January 2025

As an advisor to the Chief Executive, you will:

- provide input to the strategic direction of the SWRB, particularly providing thought leadership on critical matters related to the social work sector.
- develop a broad understanding of current and emerging issues for the social work sector, anticipating opportunities and challenges that may impact on the functioning of the regulatory framework and workforce planning and act as a connector to bring this advice to inform our work (through SLT).
- understand the state sector context to your work and consider it in your advice in the organisation.
- identify, mitigate, and continually monitor risks to the SWRB.
- provide advice and guidance that satisfy legislative requirements and are in line with the SWR Act and strategic documents.
- support the implementation of He Arapaki across the organisation with an active approach across all SWRB functions.
- identify opportunities to improve internal and sector-facing business processes in collaboration with the Registrar.
- support the Board to achieve its strategic objectives today and in the future.
- proactively participate in business and budget planning in support of the whole of SWRB objectives as required.
- lead and embrace our culture, values, and behaviours by demonstratable action.
- take a thought leadership role to provide a social work lens for the organisation within the regulatory, workforce planning and Crown context, including advice to the Board and the Chief Executive.
- provide advice on the development of the education and training framework, noting that work is at initial stages.
- actively collaborate with other teams within SWRB by contributing to the flow of ideas, striving to be a modern regulator, providing expert social work expertise, and sharing lessons from experience between teams.
- provide support, coaching and mentoring.
- adhere to all SWRB procedures, policies, guidelines, and standards of integrity and conduct.

Risk Management/Health & Safety

As a senior staff member within SWRB you will:

- identify any relevant organisational risks and take actions to minimise their impact.
- effectively manage/mitigate relevant risks and escalate risks and propose appropriate mitigation where necessary.
- Identify any cultural risks to the organisation that may impact our priorities as a Te Tiriti o Waitangi partner.
- keep the Chief Executive and Registrar informed of any relevant risks and/or issues that may impact on the SWRB's reputation.
- lead by example, creating and reinforcing the focus on a culture of health and safety.
- comply with, and support, all health & safety and wellbeing policies, guidelines, and initiatives including wellbeing.
- ensure your own wellness, health and safety within the workplace, as well as that of colleagues
- ensure all workplace incidents, injuries and near misses are reported into our H&S reporting log.

Systems and processes

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

- Adhere to SWRB records management and storage requirements.

Ngā hononga | Relationships

You will work across all parts of the Social Workers Registration Board/ Kāhui Whakamana Tauwhiro as an active and positive member of any matrix teams, maintaining strong respectful relationships with colleagues within the SWRB, and work in a collegial and integrated way, to provide timely, high-quality advice and services.

Ngā wheako me ngā tohu mātauranga | Experience & qualifications

In addition to the skill requirements outlined below the following experience and qualifications are specifically required for this position:

- Be a Senior New Zealand Registered Social Worker with significant practice experience.
- A sound understanding of, or experience in, the New Zealand social services sector.
- A demonstrated understanding of working within the wider state sector and regulatory environment.
- Demonstrated understanding of Te Tiriti o Waitangi and te ao Māori and as it relates to the social services sector.
- Proven senior leadership experience.
- Proven track record of effective stakeholder management
- A developing understanding of mātauranga Māori, kaupapa Māori, te reo me ona tikanga and kaupapa Māori social work practice.

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 of social work practice practices is 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.

Te āhua whaiaro | Personal character

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| • 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 |

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

- Communicate and engage well in person and in writing.
- Pro-actively build and maintain effective working relationships.
- Apply analytical ‘know-how.’
- Develop plans to implement pieces of work to a successful conclusion.
- Use your judgement to prioritise work, think ahead and manage time effectively.
- Be a self-starter who can operate independently as well as collaboratively.

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 Kahui Whakamana Tauwhiro 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 Kahui Whakamana Tauwhiro direction 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
- 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 Kahui Whakamana Tauwhiro staff development programmes.
- Take responsibility for identifying 'stretch' goals and for meeting agreed delivery and development commitments reflecting Kahui Whakamana Tauwhiro values.
- Build confidence and capability in te reo, tikanga and the Treaty of Waitangi. Explore opportunities to practice with others in a safe 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 Kahui Whakamana Tauwhiro is engaging with our Treaty 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, discussion, and generation of 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 the 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 Kahui Whakamana Tauwhiro 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 Treaty obligations inform and shape your advice.