POSITION DESCRIPTION I TE WHAKAATURANGA MAHI

NGĀ TAIPITOPITO TŪRANGA | Position Details	
Position Title	Senior Business Advisor
Business Unit	Innovations
Reports to	Director, Innovations
Location	Te Rau Ora Pōneke office
Date	October 2026

KO TŌNA IHO | Purpose

Te Rau Ora is a national centre for Māori health and wellbeing in Aotearoa, New Zealand. Our vision is a future where whānau are thriving, self-determined and well. We are committed to a future Māori workforce that drives the design and delivery of health services in Aotearoa, New Zealand and improve Māori health outcomes. Te Rau Ora has a national reach with offices in Kirikiriroa, Pōneke and Otepoti.

NGĀ WHAI HUA| Values

Our values are informed by ngā kōrero o ngā tipuna:

Wairuatanga: In all our interactions with whānau, partners and stakeholders we will hiki wairua
Manaakitanga: Cultivating a caring, mana affirming culture that supports and uplifts one another and values whānau as taonga
Kia Ngatahi Te Waihoe: We believe in the power of unity, paddling together as one to overcome challenges and reach out shared destination

Puawaitanga: We believe in collectivised strength, working together to achieve common goals for those we serve
Kotahitanga: We nurture courageous and innovative approaches, prioritizing whānau-led solutions that emphasise reciprocity, accountability and mutual respect.
Māia: We empower whānau to lead with strength, confidence, and integrity in Hauora Māori.

The Toitū Accord

This role will demonstrate an understanding of, and develop in the ten markers of Māori Leadership for Health and Wellness. These are essential elements for united action of inclusive Māori Health Leadership, that aim to improve Māori health or increase levels of wellness.

- Committed to the advancement of Māori health and wellness
- Accountable to Māori
- Informed by old and new knowledge
- Sustainable into the future
- Grounded in te ao Māori
- Consistent with Te Tiriti o Waitangi
- Connected and collaborative
- Strategic and innovative
- Aligned to global indigenous priorities
- Ready to promote policies and practices for Māori health and wellbeing

More information on the markers of Māori Health Leadership: **Toitū Accord**

TAKE TŪRANGA | The Role

The purpose of the Senior Business Advisor is to provide dedicated strategic and operational support to the Director, Innovations, ensuring the effective planning, coordination, and delivery of the Innovations portfolio. The role strengthens Te Rau Ora's ability to achieve its strategic objectives by driving accountability, enabling informed decision-making, fostering key stakeholder relationships, and supporting the successful implementation of innovation initiatives that benefit Māori communities and the wider workforce.

NGĀ TAKOHANGA MATUA | Key Accountabilities

Strategic Planning and Portfolio Coordination

- Support the Director, Innovations and the Innovations leadership team to develop, coordinate, and monitor strategic and operational plans.
- Ensure directorate priorities, initiatives, and work programmes are aligned with Te Rau Ora's strategic objectives and delivered within agreed timeframes

Innovations Directorate Performance and Delivery Support

- Monitor progress against key deliverables
- Identify risks and barriers to delivery, and support the managers within the Innovation directorate to maintain accountability for outcomes
- Provide regular updates and insights to enable informed decision-making and effective portfolio management.

Executive and Leadership Support

- Provide high-level strategic and operational support to the Director, Innovations, and Innovations leadership team including coordinating priorities, preparing briefings, reports, presentations, and supporting the effective management of meetings, actions, and commitments across the directorate.

Stakeholder and Funder Relationship Management

- Build and maintain positive relationships with funders, partners, and sector stakeholders
- Coordinate and lead engagement activities
- Facilitate communication, and support the Director, Innovations and Innovations leadership team to strengthen strategic partnerships that contribute to Te Rau Ora's objectives.

Reporting, Analysing and Business Intelligence

- Coordinate directorate reporting requirements
- Provide analysis, insights, and recommendations to support performance monitoring, strategic planning, and continuous improvement
- Ensure information provided to the Director, Innovations and leadership team is accurate, timely, and fit for purpose.

Health and Safety

- Maintain knowledge of Health and Safety procedures, and actively support safe work practices
- Take all practicable steps to ensure neither you nor anyone else is harmed
- Comply with health and safety policies and procedures
- Report all incidents and proactively identify hazards and support their management.

Continuous Improvement and Directorate Effectiveness

- Identify opportunities to improve systems, processes, and ways of working across the Innovations Directorate
- Lead and support initiatives that enhance operational efficiency, strengthen collaboration, and improve the delivery of outcomes for Te Rau Ora and the communities it serves
- Lead cultural activities and facilitate team training and workshops, as required.

Relationship Building

- Collaborate with others positively to achieve successful outcomes

- Build trusted relationships, influencing effectively, and navigating complex and sensitive situations with confidence and professionalism.

Valuing and Nurturing Diversity

- We are a workplace that values and utilises diverse and inclusive thinking, people, and behaviours. This means that contributions of kaimahi with diverse backgrounds, experiences, skills, and perspectives are valued and respected, to enable the organisation to recognise and positively respond to the different needs of groups and individuals within the Institutions' communities.

Culture

- Support and maintain a culturally safe environment and recognise the role of Te Tiriti o Waitangi in providing a framework for this in Aotearoa
- Uphold a tikanga-driven culture, supporting spiritual wellbeing to unleash innate potential and intelligence
- Possess high emotional intelligence through self-awareness, empathy, resilience, and sound judgement.

Other Duties

- Any other duties as requested by your manager.

TE RAHINGA O TE TŪRANGA: Position Dimensions	
Financial delegations	Nil
HR delegations	Nil
Key Internal Relationships	• Te Rau Ora Chief Executive and Leadership Team • Te Rau Ora Management and Staff • Director Innovations • Innovation Managers and Team Leaders • Business Practice Team • Finance Team • People & Culture Team • Communications and Marketing Team • Insights and Knowledge group • Te Rau Rangahau team • Programme and Project Leads
Key External Relationships	• Funders and Investment Partners • Government Agencies • Māori Health, Social Service and Community Organisations • Iwi, Hapū and Māori Entities • Sector and Industry Partners • Research and Academic Institutions • Contracted Service Providers and Consultants • National and Regional Stakeholder Networks

TĀTAI PŪMANAWA*:* Person Specifications	
Experience (Desirable)	• Experience working within Māori, health, social services, Education, workforce development, or community sectors • Experience working in a kaupapa Māori environment and partnering with iwi, hapū, Māori providers, and community organisations • Experience supporting innovation, change initiatives, organisational development, or strategic projects • Experience working with government agencies, Crown entities, or philanthropic funders • Understanding of Te Tiriti o Waitangi and its practical application in organisational planning, engagement, and service delivery.
Experience (Essential)	• 5-7 years' relevant experience in a business advisory, strategic coordination, programme management, executive support, planning or organisational performance role • Demonstrated experience providing senior-level support and advice to executives, directors, or senior leaders • Experience leading or coordinating strategic planning, business planning, reporting, and performance monitoring processes • Experience managing multiple priorities, work programmes, and stakeholders in a complex organisational environment • Experience preparing high-quality briefings, reports, presentations, business cases, and governance papers • Experience building and maintaining effective relationships with internal and external stakeholders, including senior leaders, partners, and funders • Experience analysing information and translating insights into practical recommendations to support decision-making • Demonstrated ability to work independently, exercise sound judgement, and manage sensitive or confidential information with discretion. • Te Reo Māori me ona tikanga
Personal Attributes	• Strategic thinker with the ability to see the big picture, anticipate issues, identify opportunities, and align activities with Te Rau Ora's strategic priorities • Highly organised and proactive, able to manage multiple priorities, coordinate complex work programmes, and ensure actions are delivered within agreed timeframes • Strong relationship builder who develops trust and credibility with leaders, colleagues, funders, partners, and stakeholders at all levels • Excellent communicator with well-developed and verbal communication skills and the ability to tailor messages for a range of audiences • Influential and collaborative, able to work across teams, facilitate discussions, build consensus, and support collective decision-making • Demonstrates initiative and sound judgement, with the confidence to identify risks, propose solutions, and make recommendations to support effective decision-making • Adaptable and resilient, able to respond positively to change, navigate ambiguity, and remain focused in a dynamic environment • Analytical and solutions-focused, with the ability to assess information, identify trends, and translate insights into practical actions and improvements

	• Professional, discreet, and trustworthy, maintaining confidentiality and exercising a high level or integrity when handling sensitive information • Results-oriented, with a strong commitment to accountability, continuous improvement, and achieving high-quality outcomes • Culturally responsive, demonstrating an understanding of Te Tiriti o Waitangi and a commitment to advancing equitable outcomes for Māori, whānau, hapū, iwi, and communities • Values-driven, with a genuine commitment to Te Rau Ora's vision, kaupapa, values, and aspirations for Māori wellbeing and workforce development.
Qualifications	• Relevant tertiary qualification and/or experience in business, management, public policy, communications, project management, organisational development or a related discipline.
Judgement	• Takes advice from manager or team to inform decisions in a timely manner • Critically thinks before taking action • Knows theirs strengths and weaknesses.