

Secondment Opportunities Partnerships and Equity

- Kaitautoko Tiriti Futures (1.0 FTE)

September 2021



Te Pūkenga

The Opportunities

We have an exciting opportunity to join the team at Te Pūkenga in support of the Partnerships and Equity division. Equity and Te Tiriti o Waitangi are at the forefront for Te Pūkenga, and these roles are key to driving the systemic change required for Te Pūkenga to deliver on its legislative mandate.

To excel in this position, you will need to be confident in leading out change, that for some, may be confronting. Importantly, we want people who have an understanding of this and recognise the need to engage hearts and minds whilst maintaining focus and direction. These role opportunities will suit you if you are determined and results driven, like to work at pace in a dynamic environment and contribute positively to a highly collaborative, team approach.

You will need to be confident in engaging with Māori, hapū, iwi and diverse communities. Be able to demonstrate Māori-Crown relations capability; support the partnering approach that Te Pūkenga works too and be a committed and active champion for equity. Ideally, you will also have lived experience of structural discrimination and can identify pathways that will support dismantling these.

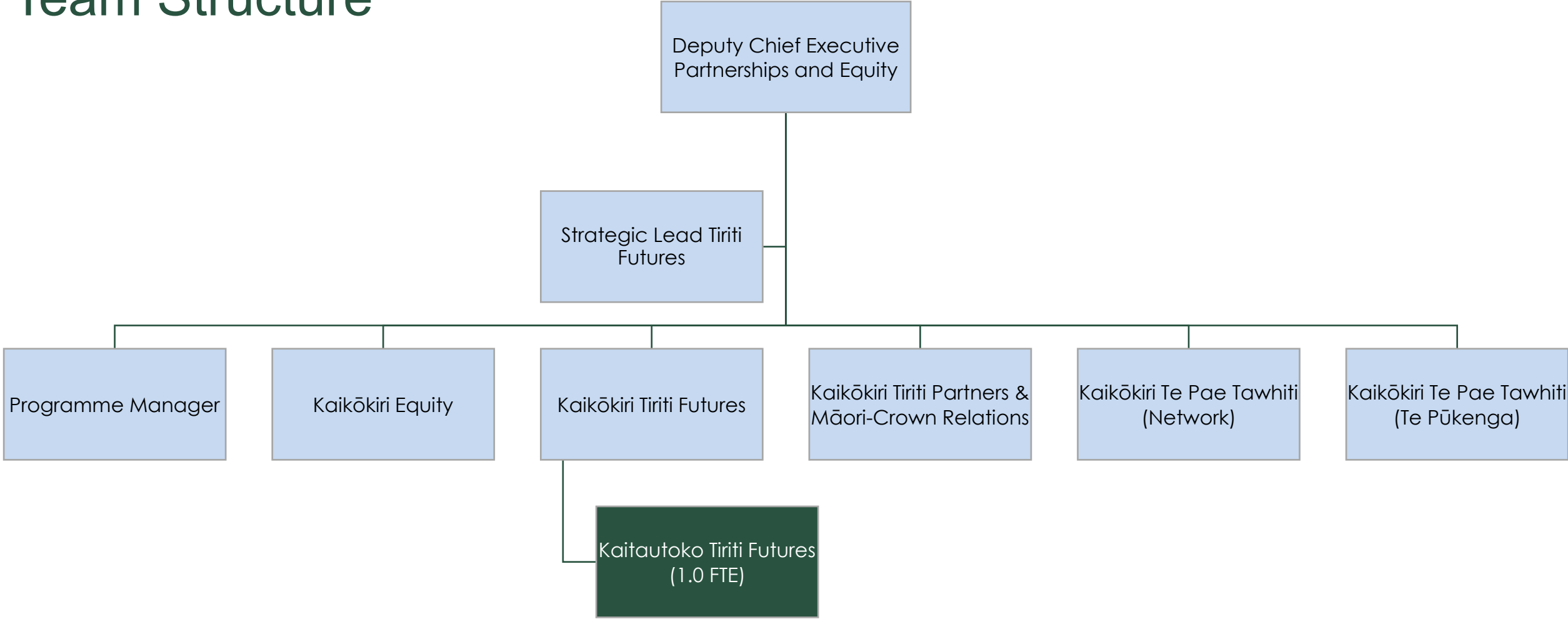
These are fixed term positions through to **30 September 2022**.

The positions do not have a prescribed office location. We are a geographically dispersed team, and we value you maintaining your community and whānau connections. There will be travel throughout the motu, but you will be able to work from home or your home organisation when not travelling.



Partnership & Equity

Team Structure



Vacant

Please note that this is not the full structure

Kaitautoko Tiriti Futures – Role Profile

Kaupapa Purpose	The Kaitautoko Tiriti Futures reports to and supports the Kaikōkiri Tiriti Futures and Strategic Lead Tiriti Futures to deliver the Te Tiriti futures work programme within the Partnerships and Equity division. The Kaitautoko will help develop and execute Te Tiriti Futures work programme, making sure that it is delivered on time, on budget and in a manner that gives effect to Te Tiriti o Waitangi.
Waiaro Be	<ul style="list-style-type: none"> • A strategic thinker, and comfortable with details. • Comfortable challenging the status quo to support Te Pūkenga to deliver fit-for-purpose services that align with our strategy. • Passionate about enabling Te Tiriti excellence and ākonga/learner Māori success. • Able to adapt and willing to apply skills in a way that contributes to a wide range of diverse needs. • Excellent at partnering with others – making sure all are included and providing equitable opportunities for those the system has disadvantaged or previously excluded. • A confident values-based team player with a good sense of humour and excellent communication and people skills. • Committed to continuous improvement, and skilled at writing and presenting information. • A doer.
Ngā Mahi Do	<ul style="list-style-type: none"> • Support the delivery of Te Tiriti futures projects which includes for example, activity related to Māori vocational futures and innovation, iwi future skills strategies, and the Māori future of work. • Support the development of partnership, collaboration and innovation opportunities that progress Te Tiriti excellence for ākonga/learners, whānau, hapū, iwi, Māori employers, and Māori communities. • Bring expertise that strengthens our practice of Te Tiriti o Waitangi, and our ways of working with Māori as key leaders in regional economic, environmental and social development. • Support the development of a Te Ao Māori/kaupapa Māori innovation function for Te Pūkenga. • Support activities that grow kotahitanga, whanaungatanga, productivity and wellbeing amongst the division. • Support the Kaikōkiri and other team members to achieve the work programme deliverables on time. • Present information in a clear compelling way (proposals, business cases, strategies). • Engage with our stakeholders both within Te Pūkenga, across the network, TITOs and other agencies and external parties as appropriate. • Help remove barriers that are inhibiting successful delivery.
Pūkenga Have	<ul style="list-style-type: none"> • Experience in leadership or management. • Experience in successfully delivering projects on time, using excellent project and time management skills. • Proven record of working around or with iwi/hapū/Māori gaining their confidence and trust. • Proficiency in te reo me ōna tikanga Māori and kaupapa Māori ways of working. • Experience in building positive working relationships with a wide range of stakeholders. • Excellent interpersonal skills and proven ability in developing relationships across a business and the wider hapori. • Resilient and collaborative. • Agile mindset.

Expression of Interest

If these positions are of interest, you should first speak with your manager to establish the impact of you potentially being on secondment.

If appointed to our position, you can expect*

1. To receive all your current terms and conditions
2. To receive your wages as you currently do, direct from your home organisation
3. To return to your current position following the secondment

**Please read the FAQ further to this information in support of the relevant detail of each of the above statements*

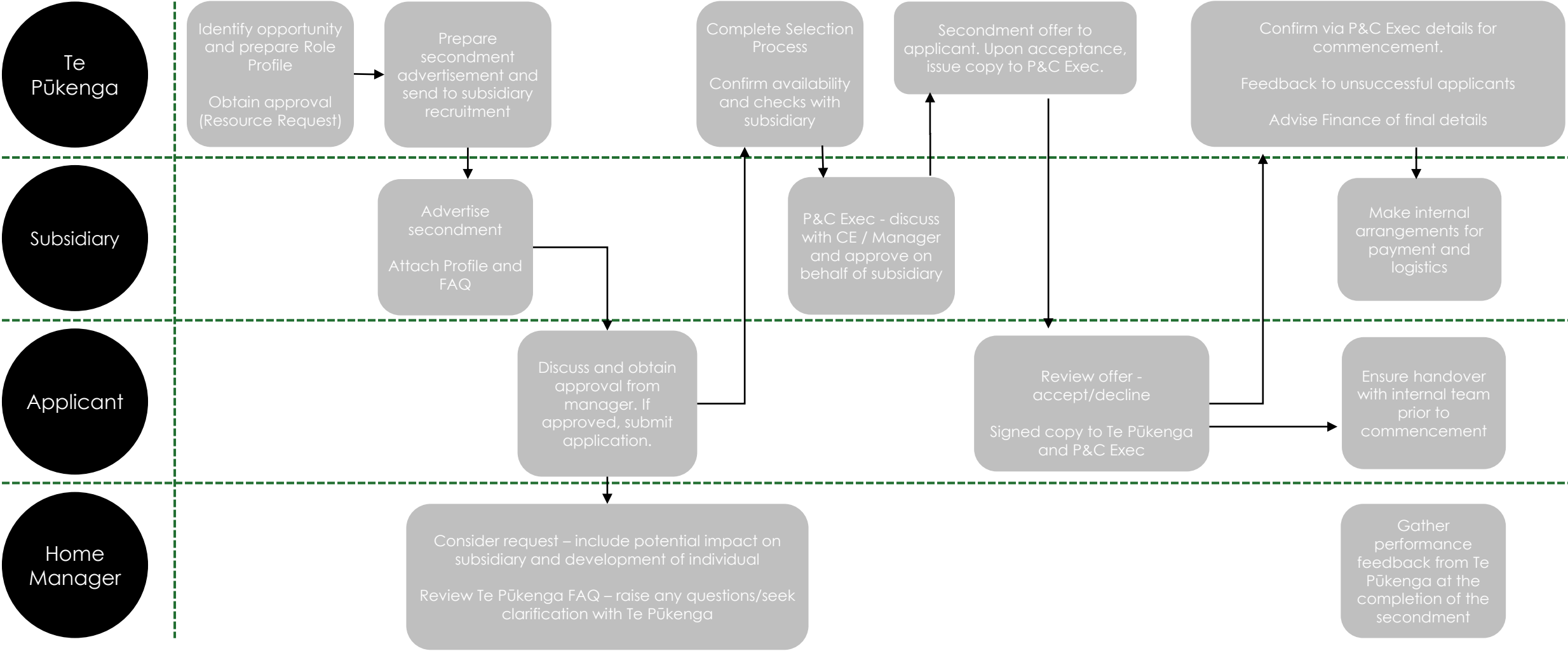
All applicants should send in a cover letter with their resume to recruitment@tepukena.ac.nz

Importantly take note of the Role Profile, ensuring you can demonstrate alignment to the capabilities being sought.

EOI closes **12pm on 29 September 2021**. Please note that interviews will take place on Friday 1 October.



Process *(where secondment opportunity is advertised across the network)*



Frequently Asked Questions

Below are some of the key questions relating to Te Pūkenga secondment opportunities. There may be exceptions to what is outlined below but it is anticipated these would be rare.

1. Does the subsidiary need to provide approval for one of its people to be seconded to Te Pūkenga?

Yes, prior to any secondment offer being finalised, Te Pūkenga will be ensuring the secondment terms are acceptable to the subsidiary. In addition, Te Pūkenga will be asking staff to ensure their Home Manager approves any application they submit for a secondment opportunity.

2. Will Te Pūkenga cover any costs incurred by a subsidiary, including recruiting backfill, if someone is seconded to Te Pūkenga?

The remuneration of any staff member seconded to Te Pūkenga will be covered by Te Pūkenga. Te Pūkenga will not cover indirect subsidiary costs associated with a secondment.

3. How will secondees be paid?

Subsidiaries will retain responsibility for the payment of salaries but Te Pūkenga will reimburse the subsidiary on receipt of a monthly invoice from the subsidiary.

4. Will staff seconded to Te Pūkenga get an increase in remuneration?

It is anticipated that in most circumstances, there will be no change in remuneration for staff who take a secondment opportunity with Te Pūkenga. There may be exceptions where staff are seconded to roles where an adjustment in remuneration is considered appropriate as a reflection of the responsibilities of the role being undertaken.

5. Can anyone apply for a secondment opportunity within Te Pūkenga?

Any permanent or fixed term staff member can express an interest or apply for a secondment with Te Pūkenga. Te Pūkenga will outline the skills and experience required for any secondment opportunities and staff should only apply if they meet any criteria specified.



Frequently Asked Questions

6. How will people find out about secondment opportunities?

In most cases, it is intended that secondment opportunities will be advertised through information being sent to subsidiary CEs who will then be asked to advise their staff of the opportunities, and the associated application process, through standard internal advertising channels.

There will be occasions, such as where unique or specific skills or experience are required, where broadly advertising a secondment opportunity is not practical. In those situations, secondment opportunities may be discussed directly with specific individuals and their manager. This approach will be taken on the recommendation of the appropriate DCE and with approval of the Te Pūkenga Director People & Culture. This process will also still require discussion and agreement of the host subsidiary prior to the agreement being finalised.

7. Does a subsidiary need to hold the role of any secondee open while they are on secondment?

Yes. It is expected that at the end of any secondment, staff will return to their subsidiary and their substantive role.

8. What if changes are proposed within a subsidiary that potentially impact on a secondee's role while they are on secondment?

The subsidiary will be responsible for ensuring any seconded staff member is consulted with, as required in their employment agreement, if any changes are proposed that may have an impact upon their substantive role.

9. Will staff continue to be covered by their existing terms and conditions while on secondment?

Yes. There will be no changes to substantive terms and conditions but any minor variations (e.g. location) required due to the nature of the secondment opportunity will be clearly outlined in the secondment offer but would not be contrary to the applicable employment agreement.

10. What happens when secondees take leave while on secondment?

Staff are expected to take leave while on secondment in the normal way. The secondee must notify Te Pūkenga if they are intending to take leave and advise their home subsidiary and this will be recorded in the HR leave system. The home subsidiary will advise Te Pūkenga if any leave entitlements have been, or are close to being, reached.



Frequently Asked Questions

11. Do secondees need to bring their own equipment (e.g. laptop)?

No. Te Pūkenga can provide a laptop, laptop bag, headset and mobile for any staff that need this. We welcome if it is better suited for you and to help remain connected within your subsidiary and for general service ease, to continue with your subsidiary equipment.

12. Will Te Pūkenga cover any travel or other costs directly associated with the secondment?

Yes. Te Pūkenga will arrange and cover the costs of any travel and accommodation associated with carrying out the responsibilities of the secondment.

13. What will happen if a secondment is only for part-time hours?

In this case a secondee will share their time between their substantive role and their seconded role. How this arrangement will function will be discussed and agreed through the application process and outlined in any secondment offer letter.

14. What if either party wish to end a secondment earlier than originally planned?

There will be a notice period outlined in any secondment offer outlining the conditions by which either party can give notice to the other of the secondment needing to end.

15. What do you need to do when you return to your role at the completion of your secondment?

This will be at the discretion of the subsidiary, but in order to maximise the value of the secondment, it is recommended that opportunities be sought within the subsidiary where the learning and insights obtained by staff who have completed secondments can be shared and applied for the benefit of the subsidiary.

16. What if concerns arise through the secondment period?

The secondment agreement is between the secondee, Te Pūkenga and the substantive home manager at the subsidiary. We expect this to be a relationship that is maintained through the period of the secondment and we keep a regular connection to ensure the arrangements are working well for all parties and any concerns can be discussed and addressed as soon as possible.

