

POSITION DESCRIPTION

Position Title	Community Engagement Adviser
Organisation	Electoral Commission
Location	Aotearoa Whānui / New Zealand wide
Date	May 2020
Reports to	Registrar of Electors
HR Reference	TBA

Position Purpose

As a Community Engagement Adviser, you will be someone who has strong and established links into your community and will play a key role in engaging with community champions, people and organisations. You will have proven relationship and influencing skills and will take the lead in disseminating the Commission's key messages around the value of participating in the 2020 General Election – especially within Māori and Pacific communities.

You will report to and work closely with the Registrar of Electors in your designated geographical area to:

- Support the delivery of the community engagement programme targeting hard-to-reach Māori and/or Pacific communities
- Work with influential community champions, community groups and priority stakeholders who have influence over their communities to increase participation in the 2020 General Election
- Support the Commission's strategy by looking for opportunities to promote messages through regional channels that are most likely to reach your target community
- Share resources and connect appropriate regional staff to support the use of such resources throughout your communities.

You will be accountable for the work you do and expected to contribute positively to the values and outcomes outlined in the 2020 Enrolment and Community Engagement programme of work and 2020 General Election Communications Strategy. You will work predominantly from your designated regional office and will report to the Registrar of Electors on a day to day basis. However, you also must be able to work from home as needed.

Person Specifications and Competencies

Essential Experience and Skills:

- Strong links within your community
- Proven relationship and influencing skills
- Understanding of kaupapa and tikanga Māori and Pacific protocol relevant to the role
- Able to build and maintain effective internal and external working relationships
- Able to effectively and confidently communicate with a range of individuals as well as large groups, through conversation, presentations, activities and other interactive means
- Able to work independently yet under set direction

- Able to work effectively under pressure to meet deadlines while remaining composed
- Able to demonstrate a positive attitude at all times
- Able to take initiative combined with sound judgement
- Proactive and energetic, welcomes challenges and seizes opportunities
- Have a valid New Zealand drivers' license and unrestricted use of a private roadworthy vehicle that is both lockable and insured, that you are willing to use for work (you will be reimbursed for business costs incurred)
- Be flexible with hours of work which could include weekend and evenings as required
- Be available and willing to travel, if necessary, (including possible overnight stays)

Desirable Experience and Skills:

- Able to speak and or possess a good understanding of Te Reo Māori/Pacific Language(s)
- Have a basic level of proficiency with Microsoft Office Applications including Teams, Word, Excel and databases

Accountabilities

Accountability Area	Deliverables / Outcomes
Maintain Local Level Relationships	<ul style="list-style-type: none"> • Strongly encourage community champions, individuals, groups and stakeholders who can reach designated hard to reach groups, to participate in the General Election by talking about the importance of voting and what people need to do to vote • Provide information, resources and advice to community champions that supports them to promote the value of participating in the 2020 General Election to their community members • Maintain independence and neutrality at all times - including in the face of tension and conflict.
Deliver the Community Engagement Work Programme	<ul style="list-style-type: none"> • Produce a plan with your Registrar of Electors, to identify and co-opt local community champions and what these champions can do to encourage participation in the General Election • Visit with key community groups to talk about the importance of key election messages for their community, ie the importance of registering in order to be an eligible voter.
Reporting and Record-Keeping	<ul style="list-style-type: none"> • Prepare timely and high-quality written reports • Keep a concise and accurate record of those contacts established within communities.
Support and Contribute to the Registrar of Electors Community Engagement Programme	<ul style="list-style-type: none"> • Keep your Registrars up to date with community engagement work being undertaken in their areas • Avoid gaps and double-ups in engagement and outreach work • Support Registrars to build positive networks with your target communities of interest.
Communicating Key Messages	<ul style="list-style-type: none"> • Present effective messages to community groups which communicate in a language and style the audience understands • Communicate key election messages in a neutral way, particularly those relating to benefits for the individual and the community • Support community groups to pass on Commission messages to their hard to reach communities.
Workplace Effectiveness and Teamwork	<ul style="list-style-type: none"> • Contribute to the Commission's effectiveness by offering value-adding suggestions • Provide learning feedback/comments and assist other team members to improve team performance and staff motivation.

Health and Safety	<ul style="list-style-type: none"> • Comply with the Commission's health and safety policies and procedures • Take action to improve the health and safety record of the workplace • Ensure equipment and work areas are well maintained • Take personal responsibility for keeping yourself, co-workers and equipment free from mishaps • Ensure timely and accurate reporting of any hazards or potential hazards so that they may be remedied.
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Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

Important Relationships

Internal

- Registrar of Electors
- Deputy Registrar of Electors
- Community Liaisons
- Other Community Engagement Advisors
- Youth Coordinators
- Youth Advocates
- Any other Commission Staff including permanent and temporary field staff

External

- Members of the public
- Community groups and organisations
- Māori/Pacific community champions
- Eligible voters
- Other public and private sector organisations

Electoral Commission – Te Kaitiaki Take Kōwhiri:

Who we are

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system. Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- Facilitates participation in parliamentary democracy.
- Promotes understanding of the electoral system; and

- Maintains confidence in the administration of the electoral system.

Our Vision

New Zealanders trust, value and take part in parliamentary elections.

Strategic Mission

New Zealanders trust, value and take part in parliamentary elections

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our Contribution

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

Our Values

Our Values outline the expectations the Commission can have of us, and the expectations that we can have of the Commission. These mutual responsibilities are about the way we go about our business. Together each day we implement the Taumata Values Framework, which encompasses:

TAUMATA – Values Framework

Ngā Uara / Values <i>translation</i>	Explanations
1. Tūhonotanga To join, bond, attach, connect <i>Connecting / building and maintaining relationships</i>	Bringing people together to increase participation in democracy.
2. Aratakina To conduct, lead, point out, guide <i>Knowledge Transfer</i>	Guiding towards greater understanding.
3. Uakaha Vigour, energy, dynamism, enthusiasm <i>Energy / dynamism / innovation</i>	Being dynamic and energetic in what we do.
4. Manaakitanga Hospitality, kindness, generosity, support <i>Power Transfer</i>	Demonstrating generosity and empowering people.
5. Tika Be true, valid, honest, genuine, sincere <i>Integrity and honesty</i>	Doing things right; doing the right things!

Key Competencies Required

- **Action Oriented** – be proactive and energetic, welcome challenges and seize opportunities
- **Composure** – be politically neutral, level-headed and a positive role model – even when under pressure
- **Values diversity** – Displays cultural sensitivity and values diversity. Appreciates insights and ideas of diverse communities and works effectively with these differences.
- **Community Focused** – be focused on understanding the needs of communities and on delivering value to them
- **Interpersonal Savvy** – be straightforward, honest, and trustworthy
- **Peer Relationships** – relate well to all ethnicities and people and build effective relationships
- **Presentation Skills** – be an effective presenter, able to deliver messages in a way that is targeted to your audience, and in a range of settings
- **Time Management** – manage tasks and time effectively and efficiently
- **Integrity and Trust** – make sound decisions based on analysis, experience and sound judgement.