



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Project Advisor – Engagement (Fixed Term)</b>
<b>Organisation:</b>	Electoral Commission
<b>Location:</b>	Wellington
<b>Version Date:</b>	July 2021
<b>Reports to:</b>	Manager Operations Enrolment & Community Engagement (Senior Advisor – Engagement)

### Position Purpose

---

The Project Advisor – Engagement (Fixed Term, Maternity Leave Cover) will play a key role in leading key pieces of work required to successfully deliver aspects of the Community Engagement work programme. This will include:

- Lead the digital and physical engagement resource review
- Lead the audit of intranet and review of engagement content
- Development of engagement standard operating procedures
- Lead the review of technology requirements for community engagement
- Drive the development of priority community engagement planning
- Participate in Local Body Elections 2022 and General Election 2023 engagement planning
- Assist with the development of the learning and development engagement programme
- Assist with the development of an engagement evaluation framework

There will be an element of providing strategic advice for the purposes of maintaining engagement best practice strategy and approaches. Critical to this role is working with National office and Regional Electoral Commission staff, community champions (individuals and organisations) and priority communities such as Youth, Māori, Pacific Peoples, Ethnic and Disability communities.

In your role as Project Advisor – Engagement, you will report to the Manager Enrolment & Community Engagement – Operations, while the Senior Advisor – Engagement is on maternity leave. You will work in close partnership with our Nation-wide Operations and Business Improvement team members and work in collaboration with various stakeholders across the business.

---

**Key Accountabilities:**

<b>Accountability Area</b>	<b>Deliverables / Outcomes</b>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Ensure projects and initiatives undertaken are delivered according to time, cost, and quality standards or goals.</li> <li>• Create and clearly articulate business solutions that are targeted to the end user, through problem definition, analysis of business needs, design of solutions and development of supporting materials such as systems, operating procedures and training materials.</li> <li>• Monitor progress against project milestones and deliverables in accordance with the Enrolment &amp; Community Engagement work programme.</li> </ul>
<b>Engagement Best Practice</b>	<ul style="list-style-type: none"> <li>• Provide engagement advice to initiatives and programmes ensuring these are delivered according to engagement best practice model/s.</li> <li>• Provide community engagement operational advice to regional managers and localised engagement plans.</li> <li>• Ensure a sound knowledge basis for future developments through monitoring and reviewing literature, analysing data and information, and liaising with appropriate groups, communities, experts.</li> <li>• Advise on engagement best practice; engagement resource design and application of digital engagement opportunities.</li> <li>• Develop critical Community Engagement business process and mapping initiatives.</li> </ul>
<b>Cultural Competency</b>	<ul style="list-style-type: none"> <li>• Ensure engagement projects and initiatives are community centric where appropriate.</li> <li>• Advice on opportunities to partner with key organisations and influential individuals from priority communities to increase voter participation.</li> <li>• Contribute to the wider organisation's development of a participation strategy working effectively with priority groups such as Youth, Maori, Pacific People, Ethnic and Disability communities.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Contributes to higher effectiveness levels for the Commission by identifying developing and maintaining an appropriate network of contacts.</li> <li>• Support the development of a community capability building programme that is responsive to community needs and priorities.</li> <li>• Maintain current national partnership initiatives and MoU's</li> <li>• Track sponsorship activity</li> <li>• Actively monitor that business relationships are maintained at a high level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services provided.</li> <li>• Always maintains high ethical standards of conduct.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Report, as required on work programme delivery, engagement planning and development/</li> <li>• Monitor, develop, design and/or implement engagement best practice research and monitoring frameworks through evidence informed design.</li> <li>• Contribute to the quality of the Commission's operational procedures and related efforts, by actively participating in discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.</li> </ul>
<b>Workplace Effectiveness and Teamwork</b>	<ul style="list-style-type: none"> <li>• Contribute to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team.</li> <li>• Applies and manages the application of Good Employer principles as set out in the Crown Entities Act 2004.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Complies with the Commission's health and safety policies and procedures. Takes action to improve the health and safety record of the workplace. Ensures equipment and work areas are well maintained.</li> <li>• Takes personal responsibility for keeping themselves, co-workers, and equipment free from mishaps.</li> </ul>

Accountability Area	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>• Ensures timely and accurate reporting of any hazards or potential hazards so that they may be remedied.</li> </ul>

### Person Specifications:

---

#### Qualifications and Technical Skills:

- A relevant qualification and/or proven equivalent experience in a similar role.
- Well-developed engagement best practice and communications skills
- Experience, knowledge and skills in project management
- Experience in working with the following priority communities:
  - Youth, Māori, Pacific People, Ethnic and Disability communities

#### Experience and Knowledge Profile:

- Experience in project management
- Demonstrated ability to apply the articles of Te Tiriti o Waitangi to all work.
- Experience in achieving results by clearly setting specific and measurable objectives, monitoring progress, reviewing outputs and evaluating outcomes.
- Strong cultural competence with an ability to navigate complex situations. Approach cultural practice appropriately. Where required seeking advice from trusted advisors.
- Ability to apply critical thinking, however able to think creatively and apply innovation to the development of new initiatives.
- Resilient and self-directed with a high degree of personal accountability. Able to balance workload with a sense of self.
- Able to work remotely, availability and willingness to travel, for learning & development, undertake community-based work and relationship development (including overnight stays).
- High level of computer literacy, including experience with MS Word, MS Excel as well as the ability to quickly learn new applications.
- Skills and experience in event management, communications, data analysis, or similar knowledge and advantage.
- Able to travel and work remotely.

### 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:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

#### Our Vision:

---

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

#### Our Strategic Mission:

---

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 influence the way we go about our business. Together each day we apply Our Values, which encompasses:

#### **Taumata Values Framework:**

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

#### **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:**

- Chief Electoral Office
- Electoral Commission Board
- Enrolment and Community Engagement Team including Regional Managers and Community Teams

##### **External:**

- Members of the public
- Local authorities
- Other public sector organisations
- Suppliers, consultants, and contractors.
- Community networks, groups and key stakeholders.

#### **Key Competencies required:**

---

- **Analytical Skills and Judgement:** Ability to identify issues and analyse information to make considered decisions.
- **Relationship management:** The ability to establish and maintain effective and co-operative internal and external relationships with EC and individuals.
- **Environment awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.
- **Values diversity** – Displays cultural sensitivity and values diversity. Appreciates insights and ideas of diverse communities and works effectively with these groups.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things.
- **Professional integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles in the Electoral Commission Code of Conduct and the State Services Standards of Integrity and Conduct.
- **Teamwork:** The ability to establish and maintain effective and co-operative relationships.
- **Commitment to EEO:** The ability to apply EEO principles in the workplace.
  - Contribute to and support the development of localised community engagement strategies, alongside the operational teams
  - Be recognised as an outstanding communicator whose engagement with numerous community groups contribute to higher effectiveness levels for the Commission by identifying, developing, and maintaining an appropriate network of contacts.
  - Contribute to organisational development, diversity improvements and strategic planning, in conjunction with the wider organisation.