

Position Description

POSITION	Senior Consultant (Te Ao Māori) Optimisation + Delivery Practice
LOCATION	Wellington
RESPONSIBLE TO	Practice Lead
EFFECTIVE	September 2022

Context of the Position

Our company purpose is to **mobilise passionate and capable people to tackle the challenges facing our society**.

Our Change + Optimisation service line is at the forefront of our efforts to tackle the ‘wicked problems’ and improve societal wellbeing. Building on our track record of delivering strategy and complex change projects for a variety of government, business and not-for-profit clients, we are enjoying growing client demand.

Our Change + Optimisation services support clients to plan, enable and deliver smart change. We partner with our clients to optimise their performance and in doing so accelerate and amplify their success. We facilitate and design strategy, operating models, strategic frameworks, and ways of working that add value and have impact.

Our approach is to understand our clients: their staff, their stakeholders, their communities, their context, and their needs. We blend smart and innovative thinking with down-to-earth pragmatism. We collaborate, leveraging the insights, ability, energy, and ideas of many. And through all of this we put people at the centre.

We are looking for a Senior Consultant to join our team of Optimisation + Delivery practitioners to support delivery of our existing portfolio of work and develop new opportunities, clients and service offerings.

We have a history of working alongside Māori to deliver outcomes that benefit people and whenua. While we are at the early stages of applying a Te Tiriti approach to our work in Aotearoa, we have already started that journey. There is a strong commitment within our leadership, staff and partners to build on this. The person taking on this role would help our team further develop our thinking and action in this space, and contribute our work that reflect our obligations under Te Tiriti, put people at the centre, and draw on mātauranga Māori to design ways of doing things that are unique to Aotearoa.

We see this journey and programme of improvement as strongly linked to our company purpose – and to the values of the company and our people.

We work on a wide range of projects, across a large number of sectors and topic areas, and engage with stakeholders across all those sectors and communities. This includes people with a wide variety of lived experiences, philosophies, and needs. Our people love the work we do and the impact they have – but understand it comes with a heavy burden of care to engage and deliver well.

About Allen + Clarke

At *Allen + Clarke* we give a damn – about people, each other, our clients, and about our community, our planet and society. Founded in 2000 we have offices in Wellington and Melbourne. We work with people across Aotearoa, Australia, the Pacific, and Asia. We are trusted advisors to the public sector, businesses, and NGOs.

We are a consultancy that specialises in:

- strategic planning and governance,
- change and business optimisation,
- programme management,
- policy development and regulation design,
- research and evaluation, and
- international development

Te Tiriti o Waitangi

Allen + Clarke recognises te Tiriti o Waitangi as the foundational document of Aotearoa, guiding and informing our work for our New Zealand clients.

Through our consulting work, *Allen + Clarke* has contributed to improved social, cultural, environmental and economic conditions in Aotearoa. Recognising the impact we have in our work; we are constantly striving to be a responsible partner with Māori in any work that overlaps with Māori rights and interests or impacts outcomes for Māori.

Allen + Clarke has embarked on a programme of growth with our staff and our partners, establishing a Tangata Tiriti group internally that will help us develop our strategy and a work programme to:

- Build all our staff's ability to engage genuinely and well with Māori, including a partnership approach
- Continuously strengthen our capacity to represent Māori goals and aspirations in our work
- Support our staff who identify Māori with their roles within Māori institutions like marae or rūnanga
- Build partnerships with iwi and communities, and with other providers
- Articulate how we, as an organisation, will strive to improve wellbeing for Māori.

Purpose and Key Accountabilities

The Senior Consultant in the Optimisation + Delivery Practice will directly contribute to *Allen + Clarke* by working on client projects and being a team member of the Optimisation + Delivery team and wider company.

While the role has a particular focus on bringing a te ao Māori lens to our work, this person would not be unique or alone in doing so. We support all our staff, Māori and non- Māori, to work across a wide range of sectors and projects and actively discourage burdening our Māori staff with having to deal 'with all things-Māori.' You would therefore be collaborating with other Māori and non-Māori staff and partners to apply Māori models and concepts for the benefit of our clients and the communities they serve.

The key accountabilities for this role include:

Role purpose	Key Accountabilities and Deliverables
Working knowledge and application	<ul style="list-style-type: none"> • Lead the development of strategy and business plans, organisational design and improvement plans, operating and workforce models, and performance frameworks through stakeholder engagement and analysis. • Provide advice on significant issues involving intellectual complexity, potential conflict and risk using advanced analytical skills, and propose practical, innovative solutions • Working with others, consistently and continuously (re)design and apply a te ao Māori lens and mātauranga Māori approach to our design and review work for our clients • Provide expert knowledge in specified areas relevant to the client's operating environment, (e.g., economic, social and cultural contexts) • Anticipate the wider implications of solutions and consider implementation issues which includes identification of risks and resistance and the development of mitigation plans • Challenge current thinking, raise new ideas, and provide innovative ways to present products and services to the client • Develop presentational strategies and/or approaches to explain complex issues to the client • Strategically manage and exercise analytical leadership by identifying future trends in policy and operating environments and what this may mean for clients; help other Consultants relate their work to the broader picture • Peer review others' work to ensure quality, validity, accuracy and consistency
Planning and project participation	<ul style="list-style-type: none"> • Lead or contribute to team and <i>Allen + Clarke</i> planning processes, business and marketing plans, to enhance company, team and individual effectiveness • Contribute to and safeguard <i>Allen + Clarke</i> intellectual property • Initiate, plan, resource and deliver significant projects independently within the agreed timeframe and budget • Deliver projects using <i>Allen + Clarke</i> project and business management processes to plan, monitor, report progress, and provide quality assurance • Anticipate and plan for risks and alert manager to those risks • Support and coach project team members to achieve results and develop project management capabilities • Undertake any other tasks, as requested
Represent <i>Allen + Clarke</i>	<ul style="list-style-type: none"> • Represent <i>Allen + Clarke</i> independently at client meetings, business development and networking events • Speak credibly on behalf of <i>Allen + Clarke</i>
Business Development	<ul style="list-style-type: none"> • Identify opportunities to expand <i>Allen + Clarke's</i> Optimisation + Delivery service offering, leveraging existing relationships and technical experience • Build strategic networks to identify new business development opportunities and act on market intelligence • Proactively seek out opportunities to develop new client relationships • Identify and lead business promotion opportunities • Develop tailored proposals for new work and present those proposals to prospective clients • Coach others to recognise and act on new business opportunities
General functions	<ul style="list-style-type: none"> • Contribute to team and <i>Allen + Clarke</i> activities to enhance the effective operation of the firm • Communicate effectively with company leadership team and other <i>Allen + Clarke</i> staff members • Take a lead role in fostering formal and informal opportunities across <i>Allen + Clarke</i> to increase the flow of ideas, lessons and insights from experience • Provide professional and intellectual leadership to others, and develop in-house capability through coaching and mentoring • Undertake any other tasks, as requested

Person Specification

Qualifications

- A tertiary qualification in a relevant field is desirable, preferably at post-graduate level

Experience

- Experience in embracing and applying mātauranga Māori and seeking to listen, reflect and apply kaupapa and tikanga approaches
- Proven experience of delivering successful strategy, transformation and business change projects within a consulting (preferred) or government environment
- Experience and commitment to consider and apply right-fit engagement techniques to generate community-led solutions
- Experience in persuading, influencing, building and maintaining effective collaborative relationships, especially with iwi and Māori partners
- Experience of Crown/Māori relationship management
- Strong analytical thinking and problem-solving skills
- Ability to think conceptually and to deliver practical results
- Track record of facilitation to seek consensus
- A sound understanding of Government
- Experience in programme or project management and leading significant projects
- Experience in coaching and mentoring staff, in either project management or team management roles
- While not essential, a working knowledge of Pasifika cultures will be well regarded

Technical knowledge

- Expertise in strategy development, business transformation, strategic change management, performance assessment, capability frameworks, and workforce planning
- An understanding of general management, strategy, project management and change management approaches and tools, including expertise or proficiency in systems thinking, human centred design, behavioural economics, or other similar methodologies.

Personal attributes

- A commitment to advancing Māori aspirations and wellbeing
- A strategic outlook with the intellectual capability to analyse large, complex issues to deliver new insights
- Can manage change and uncertainty and provide guidance to others
- Excellent, oral and written communications, including the ability to present complex information clearly and concisely
- Credible, respected relationships with diverse stakeholders and opinion leaders.

Personal Factors

You will enjoy working within a team environment that also offers scope for autonomy. You have great relationship management skills and work comfortably with a wide range of people including our clients.

Our work requires a person with excellent organisational skills and an ability to meet all deadlines. You will know how to work with pace, to identify risks and issues, and to mitigate them as part of a team or a project.

Successful consultants are self-starters who enjoy the uncertainty of working with clients through periods of difficult change. You are able to operate at both the strategic and detailed design level either independently or as part of a broader team. An ability to quickly understand the drivers of change and build confidence with clients is critical.

You must show an ability to communicate effectively with the *Allen + Clarke* team, including the Practice and company leadership teams, and with clients. You must not be afraid of coming forward with opportunities and issues.