poriruacity

Your Position

Your job	**Senior Advisor Partnerships – Children, Young People and Families** Kaitohutohu Rangapū Matua – Tamariki, Taiohi me ngā Whānau
Your group	Community and Partnerships Hapori me ngā Pātuitanga
Your team	Partnerships and Economic Development Pātuitanga me te Whanaketanga Ōhanga
Your manager	Manager Community Partnerships and Economic Development, Pete Barton
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi **-** Team up
  Mā te mahi tahi e puta ai he hua ki tō tātou hapori
  Together we make a difference for our community

- Mahi Atamai - Work smart
  Ka whakapātari i a tātou anō kia pai ake ai ngā hua
  We challenge ourselves to do things better

- Whakatinanatia - Make it happen
  Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
  We use our energy and skills to get things done

The Community & Partnerships' Team

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services

Your purpose

The Senior Advisor Partnerships – Children, Young People and Families is a connecting and integrating role that leads in delivering outcomes by supporting, influencing, and collaborating internally and externally. The role will:

- Oversee the programme delivery of the Council's strategic priority for tamariki and rangatahi
- Work with individuals, groups and government agencies to deliver specific partnership projects, particularly those projects that support actions within the Tamariki and Rangatahi Strategy and Action Plan
- Strengthen participation from tamariki and rangatahi in city decision making
- Strengthen relationships across Council to achieve actions and outcomes for tamariki and rangatahi
- Advocate for and support a safe healthy and thriving community
- May also be directed to the achievement of one or more community outcomes including: safe, healthy and active communities; genuine participation in city decisions; young people at the centre of our whānau; and access to quality education and diverse employment opportunities

Who you'll be working with

Your direct reports	• None
Your indirect reports	• None
External people and groups	• Ngāti Toa Rangatira • Pacific community groups • The public and community organisations, including tamariki and rangatahi • Social service organisations, including youth workers and voluntary groups • Government and other agencies involved in the delivery of education, social and community services • Ara Taiohi and the Ministry of Youth Development • Public organisations and business • Other local authorities • Contractors, consultants and suppliers
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Strategic & Operational Planning	• Lead the development of strategy and policy particularly around tamariki and rangatahi • Contribute to the development of plans and budgets for the Partnerships and Economic Development team to meet the key areas of responsibility • Assist with the development of consultation and engagement on Council strategies and plans • Contribute to relevant capital investment programmes, asset management, and other financial initiatives as required • Contribute to the development of long-term plans and strategies, such as the Long-term Plan, Annual Plan, District Plan, Growth Strategy, Climate Strategy, and Housing Strategy
Operational Delivery	• Prepare and present reports for Council and provide high-level strategic advice to the Manager Community Partnerships and Economic Development and ELT • Provide expert advice and support across the spectrum of Council roles and teams regarding the delivery of Council's strategic priorities as they relate to tamariki, rangatahi and families • Drive and deliver programmes and actions which support the Tamariki and Rangatahi Strategy and Action Plan, including the coordination and delivery of Council's Youth Forum • Build and assist community-led collaboration with government agencies and facilitate stronger relationships between Council and community groups • Oversee contracts for service that deliver to tamariki and rangatahi that the Council has with community agencies • Deliver and report on the Young People's Fund • Deliver the Mahi Rangatahi work experience programme • Assist with managing relationships with partners who are receiving grant funding from the Council, including the accurate recording of contracts and reporting and the setting up of Purchase Order's and invoicing where required • Conduct consultation and engagement in the community where required; and contribute to consultation and engagement projects being undertaken by the Council where community input, particularly from tamariki and rangatahi is necessary • Project delivery ensuring that all projects continue to prioritise young people at the heart of Council's decision making • Coordinate training opportunities for staff to upskill staff and provide consistency regarding best practice when engaging with tamariki and rangatahi • Support the Partnerships and Economic Development team with project delivery including securing funding and coordination of Te Pahi; the delivery of the Careers Expo; and other projects as required.
Relationship Management	• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Establish relationships with Māori and other stakeholders to ensure that obligations under Treaty of Waitangi are met

	• Represent Council and the Community and Partnerships Group at appropriate conferences, seminars and other events
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	• A minimum of five years' experience in Local or Central Government including knowledge of relevant Local Government legislation • Experience in the design, development and implementation of strategies, initiatives and programmes within a public sector setting • Ability to work independently and take initiative within the scope of assigned projects and areas of responsibility • Highly developed stakeholder engagement skills, particularly with children and young people • Demonstrated skills in building strong effective partnerships and relationships within and across teams and organisations • Experience of significant contribution to multi-stakeholder partnership programmes, including the delivery of programmes to communities • Proven ability to facilitate and influence high performing groups • Experience managing contracts and contractors • Financial management expertise • Appropriate technical expertise • Excellent interpersonal and communication skills, both written and oral • Experience in working in the interface between elected members, the community and other stakeholders • Experience working in diverse communities • Current unrestricted drivers' licence • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	• Working knowledge and understanding of the Resource Management Act 1991, the Local Government Act 2002 • Relevant tertiary qualification

The Senior Advisor Partnerships – Children, Young People and Families may be required to attend meetings and functions outside normal working hours in order to carry of the functions of the position effectively.

Last updated June 2025

Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata, Centre for Workplace Inclusion.