



## POSITION DESCRIPTION

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<b>Position:</b>	Manager Rights, Insights and Advice
<b>Location:</b>	Te Whanganui-a-Tara
<b>Reporting to:</b>	Executive Director
<b>Issue Date:</b>	February 2025
<b>Delegated Authority:</b>	Financial and Human Resources delegations as authorised
<b>Staff Responsibility:</b>	Yes

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### Our Organisation

Mana Mokopuna - Children and Young People's Commission is an independent advocate for all 1.2 million mokopuna aged under 18 in Aotearoa New Zealand and care-experienced mokopuna aged up to 25. Mana Mokopuna was established in July 2023, but the organisation was previously the Office of the Children's Commissioner, and we have a rich whakapapa built on the commitment of former [Children's Commissioners](#) since 1989.

The Commission is an Independent Crown Entity governed by a board of six Commissioners led by the Chief Children's Commissioner. It advocates for children's rights to be recognised and upheld, provides advice and guidance to government and other agencies, advocates for system-level changes, ensures children's voices are heard in decisions that affect them and monitors places where young people are detained.

Our name, Mana Mokopuna, describes who we are and what we stand for. At its heart, Mana Mokopuna recognises the many elements that will support mokopuna to thrive. It focuses on children and young people in the context of their family, whānau, hapū, iwi and wider community. It also recognises that their participation in decisions that affect them is vitally important.

### Our Vision and Values

Our moemoeā is *Kia kuru pounamu te rongō - All mokopuna live their best lives*. We want to see every child in Aotearoa, regardless of their background, growing up knowing they belong with their whānau, having what they need to live their best life. It means mokopuna have a say about what matters for them, and that their rights are honoured by those in power.

Te Tiriti o Waitangi is central to our work. Honouring and reflecting Te Tiriti is one of the core values that drives us. We have a tikanga framework with four values-based principles that guide our mahi and behaviour:

- **Aroha:** Mokopuna are taonga. They are born with their own inherent mana. We will always act with compassion and empathy, adapting readily to respond to their needs.
- **Pono:** We believe honesty and integrity are key to doing our job well. We will always report things as we see them and never as how others want them to be seen. We stay true to one important thing: we do as we say we will.
- **Tika:** We are always about the best results for mokopuna. We empower others to bring about the best for them. We're independent and will always speak out for their interests. We consider the range of needs we have to meet and make every attempt to get it right. We never shy away from the hard stuff.
- **Mātauranga:** Mokopuna are our reason for being. They are involved, participate, and have input into things we do. We act from a place of knowledge; we work from evidence and advise others based on the things we learn.

### Purpose of this Position

The Manager Rights, Insights and Advice provides strategic leadership and oversight of functions that promote and advance the rights, interests, and wellbeing of Mokopuna in alignment with the United Nations Convention on the Rights of the Child (UNCRC) and Te Tiriti o Waitangi.

The role drives the development and delivery of strategic planning that advances key advocacy areas of the organisation. It does this through systemic advocacy to influence policies, practices, and decision-making that uphold the rights and wellbeing of mokopuna and particularly mokopuna Māori and their whānau, hapū, iwi and communities.

The Manager Rights, Insights and Advice combines strategic thought leadership with operational oversight to ensure that Mana Mokopuna is focusing on high impact opportunities to promote and advance the interests, rights and wellbeing of mokopuna within Aotearoa with particular focus on:

- Monitoring and providing advice to advance the application of Te Tiriti o Waitangi, the Children's Convention and concluding observations from the committee on the rights of the child
- Providing support and guidance to mokopuna and their whānau on rights related matters, walking alongside them to ensure they are referred to relevant agencies as appropriate
- Promoting awareness and education on mokopuna rights and wellbeing
- Promoting and undertaking research and analysis in areas that advance mokopuna wellbeing and rights

A key focus of this role is leading a high performing team that operates within a positive working environment where kaimahi have the support to do their best mahi. The Manager Rights, Insights and Advice will be part of the leadership team and will contribute to strategic work programme planning and priority setting for the organisation, ensuring that we are progressing towards the achievement of our moemoea - *kia kuru pounamu te rongō*.

## Working Relationships

<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Chief Children’s Commissioner</li> <li>• Executive Director</li> <li>• Senior Leadership Team</li> <li>• Direct reports within the Advice and Insights team</li> <li>• Kaimahi across the tari</li> </ul>	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Oranga Tamariki Oversight Partners – Te Aroturuki Tamariki and the Ombudsman</li> <li>• Government agencies, particularly: Ministry of Social Development, Treasury; Ministry of Social Development; Oranga Tamariki; Te Puni Kōkiri; Ministry of Education; Ministry of Health; Ministry of Business, Innovation and Employment; Ministry of Justice; Ministry of Pacific Peoples; NZ Police; Human Rights Commission; Privacy Commissioner; Housing New Zealand; Statistics New Zealand; Social Wellbeing Agency</li> <li>• Māori communities, including Iwi, hapū, whānau and Māori organisations</li> <li>• Academics and Māori and community researchers and data experts</li> <li>• Child rights advocates and sector</li> <li>• Wider NGO sector</li> <li>• Mokopuna directly and/or agencies representing them</li> </ul>
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## Key Accountabilities

Key Result Areas	Accountabilities
Strategic Leadership	<ul style="list-style-type: none"> <li>• Contribute to the strategic direction setting of Mana Mokopuna and associated performance frameworks</li> <li>• Lead the development and execution of strategic advocacy plans, weaving together the work streams of Insights, Rights and Advice with the intention of promoting and advancing the rights, interests and wellbeing of mokopuna</li> <li>• Develop and drive strategic advocacy initiatives to advance the implementation and integration of the United Nations Convention on the Rights of the Child (UNCRC) into national policies, programs, and practices.</li> <li>• Build and maintain strong relationships with government agencies, non-governmental organisations, community leaders, and other stakeholders to influence systemic change and promote the advancement of mokopuna rights across Aotearoa New Zealand</li> <li>• Oversee the design and execution of research projects to identify trends, challenges, and opportunities related to children’s rights, ensuring evidence-based advocacy and reporting.</li> <li>• Provide strategic direction on the resolution of individual cases involving breaches of children’s rights, ensuring a mokopuna-centred and rights-based approach in all interventions.</li> <li>• Provide direction on initiatives to raise public awareness and understanding of mokopuna rights, including the delivery of training and resources for stakeholders to support the promotion and protection of these rights at all levels.</li> </ul>

Key Result Areas	Accountabilities
People Leadership	<ul style="list-style-type: none"> <li>• Provide strong leadership to team, ensuring that a culture of manaaki, support and performance is fostered, where all kaimahi feel valued, respected, and empowered to contribute to the moemoeā of Mana Mokopuna.</li> <li>• Build, manage, and develop a high-performing team by setting clear objectives and providing ongoing coaching and feedback to support individual and team growth.</li> <li>• Identify professional development opportunities with kaimahi, ensuring they have the skills and knowledge to effectively advocate for mokopuna rights and manage complex cases and projects.</li> <li>• Manage team workloads and resources effectively, ensuring a balance between operational demands and strategic initiatives while maintaining kaimahi wellbeing.</li> <li>• Address team challenges proactively and constructively, offering support and solutions to maintain team cohesion and alignment with moemoeā.</li> <li>• Continuously model the values of the Commission, as a manager within the wider management team and in all internal and external communications and relationships</li> </ul>

Key Result Areas	Accountabilities
Operational Delivery	<ul style="list-style-type: none"> <li>• Lead the successful and timely development and delivery of a strategic work programme, which provides for reactive and proactive advocacy opportunities and gives particular consideration of mātauranga Māori across all advocacy activities undertaken</li> <li>• Establish clear objectives, timelines, and deliverables for the work programme, ensuring alignment with strategic priorities and resource availability.</li> <li>• Develop and implement robust frameworks to monitor progress, measure outcomes, and evaluate the impact of the work programme, ensuring continuous improvement and accountability</li> <li>• Oversee the collection and analysis of data to inform programme adjustments, address challenges, and optimize the delivery of outcomes aligned with our moemoeā</li> <li>• Provide clear and timely updates on work programme progress, challenges, and successes to internal and external stakeholders, fostering transparency and collaboration.</li> <li>• Ensure the Advocacy and Rights team has the necessary capability and resources to deliver on their work programme, addressing problems as they arise and seeking support from the Chief Executive to remove any roadblocks to delivery</li> <li>• Manage financial resources within budget to deliver the advocacy and rights programme, as directed by the Chief Executive and in accordance with the policies of the tari and the public sector</li> </ul>
Issues and Risk Management	<ul style="list-style-type: none"> <li>• Proactively identify and assess emerging issues and risks that could impact the realisation of mokopuna rights, including systemic barriers, individual cases, and organisational challenges.</li> <li>• Lead the development and implementation of strategies to manage high-risk or complex issues, ensuring timely and effective responses to upholding mokopuna rights and wellbeing.</li> <li>• Establish robust systems to monitor risks and issues, providing regular reporting to senior leadership, stakeholders, and governance bodies with actionable mitigations and recommendations.</li> <li>• Collaborate with internal and external stakeholders to address risks and resolve issues, leveraging partnerships to achieve sustainable, mokopuna-centered outcomes</li> </ul>

	<ul style="list-style-type: none"> <li>Review and refine risk management frameworks and practices, integrating lessons learned from past issues to strengthen team resilience and responsiveness in safeguarding mokopuna</li> </ul>
Relationship management	<ul style="list-style-type: none"> <li>Develop and maintain excellent working relationships with external agencies including government, NGO, community sector, particularly Māori and pacific communities</li> <li>Establish effective working relationships and communication with all key stakeholders for the team and maintain excellent internal working relationships across the Commission</li> </ul>
Te Tiriti partnerships	<ul style="list-style-type: none"> <li>Ensure that strategic plans, practices, processes, activities and initiatives of the Advice and Insights team are reflective of our commitment and obligations under Te Tiriti o Waitangi</li> <li>Champion the rights of Māori as Tangata Whenua.</li> <li>Actively work to improve skills and knowledge of Te Reo Māori and Tikanga Māori</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>Initiate, participate in and lead as appropriate, projects and areas of work prioritised by the Executive Director</li> <li>Perform other duties to support the team or the wider tari, as delegated by the Executive Director.</li> </ul>

## Technical/Professional knowledge and skills

- Extensive, successful experience in people leadership, ideally in senior positions within policy or advocacy focused organisations
- A good level of understanding of the application of Te Tiriti o Waitangi in the workplace, with experience in ensuring the provisions of Te Tiriti are centred throughout system monitoring, advice, research and analysis activities.
- A proven ability to build high performing teams within a culture that fosters wellbeing, psychological safety and innovation
- Expertise in successfully leading teams in a complex and demanding environment, with the ability to provide strong coaching, mentoring and support to direct reports
- Experience in leading and executing strategic planning to influence the achievement of position outcomes for mokopuna (experience specific to advocacy planning desirable)
- Extensive background in child-related policy development, advocacy or child engagement and participation
- Expertise in statutory, legislative, and public service processes with regards to children's interests, rights, wellbeing, and participation (including UN Convention of the Rights of the Child, UN Declaration on the Rights of Indigenous Peoples, UN Convention on the Rights of Persons with Disabilities).
- Strong communication skills, both verbal and written, with the ability to influence without authority
- Expert understanding of how to affect change within the machinery of government, policy, and legislative processes
- Proficiency in Te Reo Māori and Tikanga Māori, or a commitment to broadening your knowledge in these areas is critical
- A strategic and analytical thinker with a proven ability to create solutions in a changing environment
- A track record of building and sustaining relationships across a range of different sectors, communities, and agencies
- Demonstratable understanding and ability to analyse the impacts of relevant legislation, policy, systems, and practice on mokopuna Māori and apply this analysis to leadership of an advocacy function
- Relevant tertiary qualification (and/or experience equivalent)

## Special Requirements

- Demonstrated commitment to embedding Te Tiriti based practice within previous roles, and commitment to progressing the Te Tiriti journey of the Commission, including participating in Te Reo lessons or cultural development activities
- Values diversity, and contributes to an inclusive working environment
- Understanding of, and demonstrated ability to affect change within the machinery of government, policy, and legislative processes
- Willing to travel to fulfil job requirements