

PARTNERSHIP ADVISOR

Purpose of The Role

The Partnership Advisor reports to the Partnership Manager and administers the Tū Manawa Active Aotearoa Fund and supports the development of relationships that grow opportunities for Nuku Ora.

The Partnership Advisor assists in leveraging decisions by partner organisations that support active lifestyles, as well as supporting opportunities to grow revenue streams for Nuku Ora through strategic partnerships. The Partnership Advisor undertakes a supporting role in initiating and forming new partnerships, managing existing partnerships and maintaining positive relationships with local, regional, and national stakeholders.

The Partnership Advisor will work within the Partnerships Team to understand stakeholder engagement plans, Living Well Strategy and sub-plans, and the plans within the Delivery team, working in line with Nuku Ora Communications Strategy and Stakeholder Engagement Strategy to fulfill their role.

The Partnership Advisor will work collaboratively to enhance Nuku Ora's reputation as a regional leader through effective communication, innovation, knowledge sharing, influencing, and partnering.

Partnerships Team Purpose

The Partnerships Team will provide leadership and advocacy to develop strategic partnerships across the region that increase levels of physical activity to create healthier, happier, and better-connected communities towards a stronger Aotearoa. Embracing the principles of Te Tiriti o Waitangi, and our belief in the importance of inclusion and diversity, the Regional Programme Team will ensure that no one misses out.

Recognising that Nuku Ora cannot do everything, the Partnerships Team leads the identification and development of strategic partnerships and relationships that support and enhance Nuku Ora's programme development and delivery. The Partnerships Team is responsible for maintaining existing partnerships and identifying opportunities for new partnerships and future funding, including identifying future revenue generating opportunities.

The Strategy and Partnership Team is the caretaker of Nuku Ora's Strategy 2032 and provides the CEO and Nuku Ora leadership team with insights and evaluations on the performance of Nuku Ora against its activities, objectives, and strategic outcomes.

Key Performance Area

Fund Management

- Administration of the Tū Manawa Active Aotearoa Fund on behalf of Nuku Ora:
 - Secretariat for internal assessment panel and supporting General Manager Partnerships to develop recommendations for the Board.
 - Drafting investment agreements and associated funding documentation

- Monitor investment agreements with partners.
- Maintain effective records and provide the appropriate level of communication and advice.
- Evaluate, audit and report on projects.
- Support the General Manager Partnerships to manage the Tū Manawa Active Aotearoa budget, investment processes and overall Tū Manawa Active Aotearoa fund on behalf of Nuku Ora, linking with the Finance and Administration Manager as required.
- Develop relevant communications as required, including:
 - Updates to Tū Manawa Active Aotearoa website pages
 - Tū Manawa Active Aotearoa newsletter content
- Support the General Manager Partnerships with management of the Tū Manawa Active Aotearoa funder relationship with Sport NZ, completing reports, annually and as requested.
- Maintain strong working relationships and communication within and between teams and regional offices of Nuku Ora. Including actively promoting Tū Manawa Active Aotearoa events, programmes, and initiatives, as well as linking with the Community Development Team to enable the effective integration of Tū Manawa Active Aotearoa with organisational outcomes.

Role Accountabilities

Project Support

- Support the effective implementation of key projects (as identified and allocated through the annual business planning process), achieving agreed targets, and providing progress reports to Nuku Ora management and relevant partners as required.
- When required, consult with Sport NZ and other key partners in developing any future plans or partnership activities.
- Manage unspecified internal or external project work as assigned by the Partnership Manager.

Information Sharing

- Enable the Partnerships Team to keep abreast of the changes in the region and sector to assist in identify areas of opportunity for innovation, partnership and commercial development.
- Identify, recognise, promote, and champion best practise across organisations, programmes, activities, and initiatives. Encouraging partner organisations to share and celebrate success across the region.

Relationship Management

- Support the development and maintenance of partnerships and relationships with organisations that can enable active lifestyles in the region, especially for less active community groups.
- Support the Strategy and Partnership Team to engage in and extend regional networks to identify potential partnerships that can support and contribute to Nuku Ora's strategic priorities.
- Contribute to and enhance Nuku Ora as a regional leader through effective communication, innovation, knowledge sharing, and partnering.
- Proactively advocate the benefits of being physically active to potential partners, stakeholders, and decision-makers, including the provision of research, analysis, evidence, and best practice.
- Co-ordinate and communicate with Nuku Ora staff, external partners, and stakeholders in support of specific projects, planning and reviews.
- Manage internal and external relationships in accordance with the Nuku Ora's stakeholder relationship plan.
- Ensure a good working knowledge is maintained of other Nuku Ora teams and their work, outcomes, and successes.

Teamwork

- Work positively and constructively across the Partnerships Team with a focus on developing strong relationships and opportunities to leverage resources and initiatives to efficiently achieve outcomes.
- Contribute to and complete Nuku Ora reports as required, providing information and evaluations in a timely manner.
- Actively collaborate with other business units within Nuku Ora seeking out opportunities to add value.
- Maintain a good working knowledge of other Nuku Ora teams, their work, outcomes, and successes.

Key Relationships in Role

Internal

- Partnership Manager (reporting line)
- Partnerships Team
- GM Delivery
- Community Development Manager and Advisor
- Regional Programme Managers
- Healthy Active Learning Manager
- Financial and Administration Manager

External

- Regional and Local Councils
- Funding Agencies
- Regional Sporting Organisations
- College Nuku Ora
- Health Sector organisations
- Education Sector organisations
- Regional Sports Trusts
- Government agencies, including Sport NZ, Ministry of Health, Ministry of Education

Key Things We Are Looking For

Qualifications, Skills and Experience

- A tertiary qualification or demonstrated experience in a role with similar drivers and expected outcomes
- Ability to lead in a team environment to influence and collaborate
- Experience working with budgets
- Experience as a facilitator
- Effective people skills
- Efficient communication skills, listening, written and oral
- Effective planning and reporting skills
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Excellent presentation skills
- Stakeholder management skills and experience
- Time management skills
- Adaptability/flexibility

Technical Skills and Knowledge

- An understanding of the sectors supporting physical activity, especially play, active recreation, sport, and active transport
- An understanding of contract management
- Be able to develop a strategic approach to problems.
- Ability to be innovative and anticipate areas of focus

Interpersonal and Relationship Skills

- Ability to build rapport and maintain relationships
- Understanding of and affinity to Nuku Ora's 'Purpose' and 'Direction'
- Teamwork
- Professionalism
- Effective time management
- Self-motivated, resilience and drive
- Accuracy and attention to detail

What Being Part of the Nuku Ora Team Means

- Support and demonstrate the Nuku Ora Way, a values-based approach that identifies our guided principles for how we want to operate as an organisation.
- Actively and positively participate as a member of the team, supporting the philosophy and culture of Nuku Ora, and committing to continued personal and professional development.
- Proactively looking for opportunities to improve the operations and performance of Nuku Ora and collaborating with others.
- Complying with and supporting all health and safety policies, guidelines, and initiatives. Ensuring all incidents, injuries and near misses are reported.
- Adhering to all Nuku Ora procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work.
- Supporting Nuku Ora's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Nuku Ora's relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Nuku Ora initiatives such as events e.g. Round the Bays.

Dimensions of the Role

Reports to: Partnerships Manager

Location: Wellington

People Responsibilities: None

Grade: 13

Department: Partnerships

Date: July 2021

Authorities: None

Fixed Remuneration: \$53,928 - \$56,924