



Te Kāhui Tika Tangata Human Rights Commission

Principal Engagement Advisor

Position Description

Team/Unit	Tira Kōtui Engagement Rōpū
Reports to	Urunga Tūtataki Head of Engagement
Location	Wellington / Auckland
Salary Band	5
Direct Reports	
Approved by	
Date Approved	November 2025

Ko wai mātou | About Te Kāhui Tika Tangata Human Rights Commission

Te Kāhui Tika Tangata (the Commission) is Aotearoa New Zealand's national human rights institution, accredited A status under the Paris Principles that internationally set the standard for NHRIs. The Commission was created in 1977 and is enabled by the [Human Rights Act 1993](#) to protect and promote human rights in Aotearoa. We operate independently of Government as an Independent Crown Entity however we are funded through the Ministry of Justice and are accountable as such for the use of public funds.

It is a privilege to be part of the human rights movement. People are counting on us to ensure their lives are better. But it is also a time when rights are not always easily understood or respected. It is work that comes with obligation and a responsibility to Aotearoa to ensure rights and standards enshrined in domestic and international law are upheld.

We are committed to supporting a life of dignity for all, and to becoming a Te Tiriti based organisation tauira and human rights exemplar. As part of Te Kāhui Tika Tangata's transformation, we aim to ensure that all four articles of Te Tiriti o Waitangi are upheld at every level of the organisation and in all our activities. Our expectation is that all individuals and teams have an important role in contributing to this journey and to be nimble, focused and coordinated for collective impact.

Ō mātou uara | Our values

Our values guide how we behave as an organisation and as individuals to achieve our mission:

- Mana tangata – human dignity
- Māia, tika, pono – courage and integrity
- Whanaungatanga – relationships

Mō tō mātou rōpū | About the team

Tira Kōtui (the Engagement Rōpū) is focused on public-facing engagement and ensuring impact on our strategic pieces of work to realise changes in people's lives, changes in attitudes and changes in policy, legislation or practice. The work of Tira Kōtui is aligned to the Commission's strategic plan and is multifaceted including advocacy, stakeholder engagement, public consultation, research and communications.

Tira Kōtui works in three broad areas to support Commissioners and commission-wide impact including:

- Expert support for Commissioners to advance strategic aims when they are engaging with stakeholders and appearing publicly.
- Lead and advise on commission research, consultation with the public and strategic education and advocacy.
- Lead external communication work and ensure our priority work is strategically promoted to reach appropriate audiences and achieve progress for our goals.

Throughout each year Tira Kōtui is also expected to contribute to the statutory obligations of the Commission including designing strategy, business planning, quarterly and annual reporting or other needs as they arise.

Tēnei tūranga | About the role and purpose

As a member of the Tira Kōtui leadership team, the **Principal Engagement Advisor** role is responsible for actively supporting Commissioners in the execution of their roles, including by supporting specialist senior human rights advisors, enabling the provision of expert support for our Commissioners when they are advancing strategic aims, publicly appearing on issues, and engaging with the community.

The **Principal Engagement Advisor** is responsible for triaging and managing requests and opportunities for engagement that fall outside of planned project work. They are also responsible for overseeing the planning and delivery of the Commission's thematic engagement work. This involves liaising with Commissioners to get agreement on themes and approaches and supporting and supervising staff and contractors as they plan and deliver the engagement.

Along with their Tira Kōtui leadership team colleagues, the **Principal Engagement Advisor** is collectively responsible for measuring the impact of the Commission's public-facing mahi for the Head of Engagement to share with the Kāwanatanga and Tino Rangatiratanga Leaders and with the commissioners. This quality assurance and evidence-based performance information will provide critical insights for the Commission on the impact of the Commission's strategic pieces of work on changes in people's lives, changes in attitudes and changes in policy, legislation or practice.

Mahi ngātahi | Working relationships

Internal	Nature of the relationship
Manager	• Seeks direction and guidance on the delivery of the work programme, key milestones, risks and mitigations • Seeks guidance on process, individual development and management support
Other team members	• Collaborates with and works on deliverables and/or projects • Shares information • Engages and connects with others, listens actively and communicates constructively and respectfully
Internal stakeholders	• Kāwanatanga and Tino Rangatiratanga Leaders • Commissioners • Urungi

	• Board subcommittees (Relevance and Reputation, Projects and Finance, Audit and Risk Committee) • All teams in Te Kāhui Tika Tangata
External	Nature of the relationship
Tangata whenua	• Iwi/Māori community leaders, panels, kaumātua
External stakeholders	• Key decision makers and influencers in government agencies, civil society organisations and in the human rights sector (in support of the Head of Engagement) • Special interest groups and partners, with a focus on leaders • Academics and consultants

Ngā Haepapa I Accountabilities

Priorities	Contributes to collective impact on strategic priorities • Ensures that Commission work focuses on the lives of affected people by identifying, describing, and quantifying human rights outcome improvement opportunities • Ensures clear priorities for Senior Human Rights Advisors that reflect the strategic plan, Commissioners’ mandates and organisation-wide priorities • Supports the implementation of the quality assurance framework, government relations and stakeholder management plans Mentors team and supports other Team Leads • Supports team members to develop a line of sight from their work priorities to the Commission’s strategy and priorities • Supports and enables the two Engagement Rōpū team leads in their managerial responsibilities including by staying in close communication about staff workloads • Provides workload management direction and/or mentoring support for one or more kaimahi as required and agreed with relevant team lead • Works across the team to develop and maintain quality and practice frameworks and coach and support team members in their delivery Leads expert advice and services • Leads the provision of strategic advice to the Commissioners, the Kāwanatanga and Tino Rangatiratanga Leaders and the Head of Engagement on issues as required • Supports the Head of Engagement to have robust knowledge of Commissioner needs, human rights issues and relevant environmental factors for strategy and planning work • Ensures a sustainable and achievable service level between Commissioners and the Senior Advisors, along with relationship management and ensuring deliverables are on time and of a high quality, accurate, fit-for-purpose • Leads the provision of appropriate reports to Commissioners, the Kāwanatanga and Tino Rangatiratanga
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	Leaders and senior leadership team on contemporary human rights and social justice issues to meet the expectations of a fully informed NZ Human Rights Commission • Manages the delivery of high-quality papers, reports and position statements that align to the HRC’s strategic priorities • Manages provision of information and analysis to inform international treaty body and domestic monitoring and reporting, Commission inquiries, and policy submissions • Leads the application of intervention strategies to improve human rights outcomes, listening to and alongside affected people, using leverage to achieve social change Advises and leads on stakeholder engagement • Engages in robust conversations with senior leaders and with Commissioners to ensure projects and work pieces are aligned with the Commissioners’ priorities, capacity, and work plan • Provides leadership by bringing new ideas and knowledge to human rights and Tiriti o Waitangi discussions to support the leadership team and the work of the Commissioners • Engages with key influencers and decision makers about the role and value of human rights, influencing the adoption of systemic solutions identified by those affected and elsewhere • Facilitates engagement between those affected and decision-makers • At times may appear on behalf of the Commission at public events or in the media Monitors impact • Tracks and reports on the impact of the team’s work to support the development of evidence on the progress of impact priorities and the Commission’s performance
Organisational Leadership: Leading for Impact	• Supports Te Kāhui Tika Tangata’s transformational journey towards being a Tiriti-based national human rights institution, working with colleagues to promote and deliver on the human rights dimensions of Te Tiriti o Waitangi while striving to uphold all four of its articles • Provides early identification of issues and risks that may become high profile, and briefs the Head of Engagement in a timely way, proposing pragmatic actions and mitigations • Maintains awareness of the practical human rights issues facing communities and stakeholders in Aotearoa and promotes opportunities for the Commission to respond in line with our strategic and business plans • Role models the behaviours expected of a leader in the Commission and supports colleagues to be successful

Team leadership: Operational Management and Delivery	• Supports advisors to deliver high quality on-time and on-budget outputs that have strong positive impacts on targeted human rights outcomes, deliver the Commission's strategic plan and improve civil society's knowledge of the Commission's purpose • Ensures alignment between the Commission's strategic plan and each Commissioner's portfolio priorities • Ensures the effective interaction between the team's work and the Commission's programme management framework • Ensures effective cross-team coordination and collaboration to maximise the collective impact of resources committed from across the team, rūpū and wider organisation • Maintains key stakeholder relationships in support of the Head of Engagement, and in partnership with colleagues, with communities, key influencers and decision makers, and with special interest groups at local and national level • Ensures fit for purpose systems, processes and policies are in place to support Commissioner support services • Partners with the Chief Legal Advisor's team to ensure analysis and promotion of human rights within New Zealand communities align across issues and work streams, and relevant members of each team are working closely together to deliver outcomes
Te Tiriti o Waitangi and Equity	• Applies knowledge of Te Tiriti o Waitangi and its application in our organisation to all work practices • Attends appropriate Te Tiriti o Waitangi education
Other duties	• Undertakes any additional duties as reasonably required by the Head of Engagement

Ngā āheinga | Capabilities

Qualifications and training	• A relevant university degree and/or professional qualification or equivalent experience
Security clearance	• Criminal Conviction Check - Ministry of Justice • Serious Misconduct Check – Public Service Commission model standards assurance
Experience and skills	• Understanding of, and an ability to operate effectively in, the dynamic and challenging environment in which the Commission operates • An excellent track record of achieving effectively in areas such as: • community engagement, • community development, • human rights education, • working with businesses and unions, • advocacy with central and local government and other duty bearers, and • parliamentary and public policy processes

	• A sound knowledge and understanding of national and international human rights, including te Tiriti o Waitangi, public policy issues, and harmonious relations between people in NZ • Knowledge of the Commission’s priority areas, e.g. business and human rights, right to decent housing, indigenous rights, te Tiriti o Waitangi, right to health, equal employment opportunities, right to education, and the rights of Pacific Peoples, disabled people, Rainbow communities, women, migrants, refugees, children and prisoners • Knowledge of, and experience working with, central government functions • Extensive experience in building and managing a variety of internal and external relationships and gaining support from (and participation of) key individuals and groups in a challenging environment • Experienced in measuring and monitoring impact and effectiveness of public-facing engagement Leadership • Able to contribute to the development of the Commission’s strategic priorities • Political nous, good judgement and organisationally savvy • Forward thinking, seeks new ideas, accepts challenges and opportunities and manages risks • Able to see the big picture and the influence staff can have in effecting change • Mentoring experience • Able to translate strategy into action while maintaining a focus on achieving long-term goals • Able to manage both continuity and change Analysis • Thinks analytically, conceptually and laterally • Makes links between diverse pieces of information • Can recognise the detail and the big picture of issues or pieces of work Communication and influence • Exceptional communication skills, employing clear and effective two-way communication, spoken and written, with a wide range of people and in all situations, in order to listen to persuade, and to influence others Building and sustaining relationships • Establishes and maintains positive relationships with colleagues and stakeholders internally and externally Adaptability and innovation
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	• Demonstrates an innovative approach to problem solving and decision making with a capacity to develop and deliver effective solutions • Recognises the need to be nimble and iterative to achieve progress in a changing environment Results focus • Sets and achieves specific and challenging goals for self and team • Takes a broad view of the outcomes of the Commission • Takes ownership of the result, remains persistent when faced with obstacles • Can prioritise based on agreed plans, urgency and impact of work. • Builds a culture of monitoring and reporting on impact and learning from past results Supports team performance • Supports the team leads to build cohesive, diverse, inclusive and high performing teams, that deliver collective results • Achieves through others by effective delegation while maintaining oversight of work responsibilities
Personal commitment and integrity	Commitment to Te Tiriti o Waitangi and human rights • Demonstrated commitment of / or experience working in a Tiriti context and understanding of Te Tiriti relevance to the work of the Commission • Demonstrates personal commitment to human rights and harmonious relations Conduct • Understands the role and nature of a national human rights institution and the conduct required of its members • Displays the highest standards of personal and professional behaviour • Models behaviours consistent with the Commission's values and holds others accountable for those behaviours • Displays a high degree of consistency in personal behaviour with a reputation for absolute trustworthiness • Proven record of confidentiality, discretion and judgment • Demonstrates commitment to continual personal development Wellbeing, Health and Safety • Advocates, supports and ensures compliance with the requirements of the Health and Safety at Work Act 2015 for self and team

As a Public Servant

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.