

POSITION DESCRIPTION

Practice Adviser

Mahia te mahi hei painga mō te iwi (Do the work for the benefit of the people) - Te Pūea Hērangi
He Toi Whakairo, He Mana Tangata (Where there is artistic expression, there is human dignity)

Team:	Practice and Pathways Arts Development Services
Reports to:	Practice and Pathways Co-Managers
Number of Direct Reports:	None
Location:	Anywhere in New Zealand
Job Band:	4
Date:	November 2023

About Creative New Zealand | Toi Aotearoa:

Creative New Zealand (CNZ) is the national arts development agency of Aotearoa. We believe the arts and creative sector is an integral thread in our national fabric and by supporting those involved, we are delivering long-term value to New Zealanders. Our support for the development of the New Zealand arts sector is provided primarily through our funding programmes. We also deliver a range of programmes to build the capability of artists and arts organisations, and we advocate for the arts.

Our vision is for 'Dynamic and resilient New Zealand arts, valued in Aotearoa and internationally'.

Our purpose to 'Encourage, promote and support the arts in New Zealand for the benefit of all New Zealanders'.

In carrying out our mahi we recognise:

- in the arts the role of Māori as tangata whenua
- the arts of the Pasifika peoples of New Zealand
- the cultural diversity of the people of New Zealand.

About the Team:

The Arts Development Services (ADS) team is responsible for leading the management and implementation of all funding and investment programmes, and the development of programmes and other initiatives to build the capability and success of arts organisations and artists across New Zealand and internationally. We have four teams within the group, who focus on supporting arts practice, development, investment, and funding, assessment and evaluation.

This role sits with the Practice and Pathways team, which has accountability for building relationships within the sector, supporting arts practitioners, organisations and communities to create their best work and keeping their ear to the ground as to what's happening within each practice area.

About the Role:

Our team of Practice Advisers are experts in their art form and/or practice, providing strategic advice on the direction of these arts practices, and independent specialist knowledge of these arts to support CNZ's investment and strategic plans. They support our grants management process by building strong relationships with arts practitioners and organisations, providing exceptional client service and providing accurate and timely pre-application advice, internal assessment, applicant feedback and grant acquittals. Confident, knowledgeable, and trusted by artists, our Practice Advisers are a crucial part of the development of a sustainable and successful arts ecosystem within Aotearoa.

Key Responsibilities:

1. Relationship management

- Work with the Lead Practice Adviser to develop an annual relationship management plan to guide sector engagement purposefully.
- Develop and maintain key relationships across the relevant artform, including with applicants, clients, practitioners and stakeholders.
- Represent CNZ at arts events/meetings seminars, conferences and similar events, as appropriate.
- Develop and use structured systems and processes to ensure regular follow-up and contact occurs with key CNZ applicants, clients and practitioners.
- Proactively share information about key clients and practitioners with other CNZ kaimahi.
- Ensure that clients understand the breadth of support/resources available from CNZ.

2. Provide arts advice

- Provide timely, well-researched and accurate advice to clients and CNZ, as required, on CNZ's funding services and other opportunities across the arts eco-system. This will include advising on a one-to-one basis, via online presentations or by leading workshops in the community.
- Ensure you develop a cohesive understanding of the arts sector within your allocated region, giving you the ability to:
 - advise practitioners and organisations within your region of things such as available funding and other opportunities, local government updates and other region-specific arts-related information that may help with their practice.
 - advise internal and external stakeholders of what's happening on the ground within your region.
- Complete internal assessment processes as required for funding programmes, opportunities and initiatives, ensuring applications are appropriately coded and tagged within the grants management system.
- Provide timely, well-researched, accurate and independent advice to peer assessors.
- Complete funding acquittal reports in a timely manner.
- Respond to phone and email enquiries from artists, groups and arts organisations (both grant clients and prospective applicants) about CNZ's funding offerings.
- Provide clear and concise feedback to grant applicants, maintaining resilience and professionalism when dealing with difficult situations.
- Be responsive and adaptable to the needs of a complex and diverse client group.

3. Provide strategic advice

- Feed into the provision of timely, well researched and accurate advice to the Arts Council as required.
- Contribute to art form development discussions.

- Undertake a strategic representation role as agreed, providing appropriate reports and recommendations on medium and long-term critical sector issues.
- Provide subject matter expertise as required to the core funding and investments programmes, from pre-application to post-assessment and evaluation.
- Work collaboratively to inform and support CNZ's research programmes.
- Contribute to Ministerial, Council, committee(s), panel(s) and other briefings as required.

4. Projects and Initiatives

- Contribute to key projects and initiatives through collaborative, cross-functional project teams to deliver CNZ's strategic and corporate goals (e.g. may include key events or awards).
- Participate in special projects, as agreed with your line manager and in line with CNZ's approach to project management and in collaboration with colleagues.
- Contribute and/or lead new or special initiatives that are in line with CNZ's strategic and business plan, as agreed with your line manager.

5. Māori Responsiveness

- Contribute to the development of CNZ's responsiveness to ngā toi Māori (Māori Arts).
- Actively ensure implementation of our Mātauranga Māori and Toi Aotearoa Kaupapa responsiveness into programmes and work as appropriate.
- Develop understanding and skills to work effectively with Tangata Whenua.
- Assist clients to improve their responsiveness to Tangata Whenua.

6. Pasifika Responsiveness

- Contribute to the development of CNZ's responsiveness to Pasifika.
- Actively ensure implementation of Pasifika responsiveness into programmes and work undertaken as appropriate.
- Develop understanding and skills to work effectively with Pasifika.
- Assist clients to improve their responsiveness to Pasifika.

7. Cultural Responsiveness

- All kaimahi are required to have the rights skills and attitudes and to:
 - commit to challenging ableist beliefs and actions; and
 - practice cultural safety to reduce bias and support equity in the workforce.

8. Contribution to Creative New Zealand

- Contribute to the development of a high performing ADS team.
- Actively collaborate and cooperate across CNZ ensuring that the right people are engaged, involved and / or informed to get work done.
- Participate positively and actively in activities, meetings, planning activities and general group or team development.
- Encourage and demonstrate the active sharing of knowledge both within the group, and across CNZ.

In addition to performing the duties associated with the role, you'll be expected to:

- Demonstrate a commitment to Te Kaupapa o Toi Aotearoa 'the Creative New Zealand Way', an organisational culture development initiative that aims to lift Māori cultural capability across the organisation.

- Manage your own personal health and safety and take appropriate action to deal with workplace hazards accidents and incidents. This includes:
 - Displaying commitment through actively supporting all safety and wellbeing initiatives.
 - Ensuring your own safety and that of others at all times.
 - Complying with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting.
 - Reporting all incidents/accidents, including near misses in a timely fashion.
 - Responding to reports and participating in investigations where necessary.
 - Participating in any agreed-on return-to-work programme after illness or injury.

Who you are:

- Someone with a superior understanding of the New Zealand arts sector with extensive knowledge of the relevant practice area in your portfolio and established and credible professional networks in the arts sector.
- A strategic thinker, with the ability to use chains of direct and indirect influence to achieve strategic outcomes.
- An excellent communicator, with an affinity for building and maintaining relationships.
- Willing and able to travel nationally and internationally to attend sector events as necessary.

What you bring:

- Qualifications in an arts related discipline desirable.
- Demonstrated experience in providing high level strategic advice and recommendations leading to a direct impact on an organisation's operations and processes.
- Proven ability to probe issues for the relevant facts in order to identify and propose workable solutions to complex problems.
- Awareness of and respect for Tikanga Māori, along with an understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the work of CNZ.

Financial Delegations:

None