

Executive Director – Operations, Ministry for Ethnic Communities

Ministry for Ethnic Communities

The Executive Director – Operations leads and manages all operations of the Ministry for Ethnic Communities on behalf of the Chief Executive, supporting the team and growing capability within the Ministry and across the wider public sector in working with ethnic communities.

Operationally the role works to support the Chief Executive of the Ministry for Ethnic Communities (the Ministry) to build partnerships and deliver advice and services to improve outcomes for ethnic communities in New Zealand; and strengthen their inclusion and participation in the wider community.

This includes:

- Operationalising the Ministry's strategy and ensuring the Ministry has the skills, experience and knowledge to maximise its impact across the state sector and New Zealand communities
- Building strong relationships with, and gaining the trust and confidence of, ethnic community leaders and ethnic communities across New Zealand at an operational level
- Demonstrating operational leadership by assisting the Chief Executive in supporting the public sector to respond effectively to the needs and aspirations of ethnic communities
- Supporting the Chief Executive to ensure the Ministry gains the confidence of Ministers through the effective establishment and delivery of strategic objectives and priorities for the ethnic communities' portfolio
- Working with the Chief Executive in championing and promoting the value of diversity and social inclusion and developing partnerships with other organisations, Iwi and community groups
- Managing the key relationship with the Department of Internal Affairs (as Host Agency to the Ministry) in order to ensure that the Ministry and DIA both meet all obligations and commitments in the host agency agreement

The Ministry's environment is complex and dynamic. The Executive Director – Operations needs to be a skilled and experienced leader who has experience in operational management with a strategic focus, strong in relationship and stakeholder management and facilitating agreed ways forward.

Reporting to: Chief Executive, Ministry for Ethnic Communities

Location: Required to spend significant time in Wellington

Salary range: Delivery M

What we do matters – our purpose

The Ministry for Ethnic Communities is a Departmental Agency under Part 2 of Schedule 2 of the Public Service Act 2020. The Ministry is hosted by the Department of Internal Affairs (DIA).

As part of its establishment, the Ministry has an interim purpose and strategy.

Under this interim strategy the Ministry is Government's Chief Advisor on ethnic diversity. The Ministry represents the interests of ethnic communities' in the system and seek to improve outcomes for ethnic communities through greater visibility, mana and leadership.

The Ministry's interim purpose is to strengthen the inclusion and wellbeing of New Zealand's diverse ethnic communities. MEC's specific vision is a socially cohesive Aotearoa New Zealand where ethnic communities are empowered to contribute their skills, culture and voice.

To achieve this, the Ministry:

- Enables proactive and positive relationships with, and between, ethnic communities, to build trust and a timely understanding of the aspirations of ethnic communities, which inform the development of policy and service delivery
- Proactively influences the development and implementation of policy and services to create better outcomes for ethnic communities and NZ as a whole
- Shapes narratives and facilitates dialogues about diversity and social inclusion, to ensure positive attitudes and behaviours towards diversity
- Builds diversity across wider government

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

Ka Whakamamahia, Ka Whakatinanahia

We're stronger together

- Work as a team
- Value each other

Kei roto i te kotahitanga tō tāhu kaha

We take pride in what we do

- Make a positive difference
- Strive for excellence

Ka mahi i runga i te ngākau whakahī

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As Internal Affairs is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

How we work

As a Ministry:

- **We want to be a catalyst for change** – we will do this by getting the key issues for ethnic communities on the agenda of Government and the relevant agencies.
- **We want to harness and share knowledge** – we will do this by providing accessible, evidence-based insights and knowledge that can help inform discourse on inclusion and diversity.
- **We want to work in partnership with others** – we will do this by building relationships inside and outside government that bring the perspectives of ethnic communities into the policy development process.
- **We want to support communities to be more empowered** - we will do this by facilitating and supporting development of community programmes that help to grow a more inclusive Aotearoa New Zealand.

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Operational Leadership</p> <ul style="list-style-type: none"> • Work in tandem with the Chief Executive to develop a clear strategic direction for MEC and the identification of priorities and associated work programme • Provide leadership to the Ministry's operational functions that enhances the relationship with the Minister for Ethnic Communities • Work in tandem with the Chief Executive to engage and build strong connections with, and between, ethnic leaders and their communities to build trust and confidence • Work closely with senior public leaders on behalf of the Chief Executive to promote a diversity lens and facilitate effective engagement between government agencies and ethnic communities where applicable • Support the Chief Executive in leading and facilitating dialogue between central government and leaders from the ethnic communities and with Iwi, and the wider New Zealand community, to achieve better outcomes for ethnic communities; increase social inclusion and realise the benefits of diversity for New Zealand • Take a broad system view to determine where government interventions are best positioned and delivered and maintain system level oversight and provide recommendations to the Chief Executive • Manage key risks/issues arising within the ethnic communities' portfolio 	<ul style="list-style-type: none"> • A leader who is well regarded and well known in the community • A leader who maintains the confidence of, and is viewed credibly, by the Chief Executive and Ministers Offices • Substantive engagement between government, ethnic communities Iwi, and the wider New Zealand on strengthening social inclusion • Clear lines of communication between ethnic communities and government on key issues • Policy advice to government considering the implications for ethnic communities • A "no surprises" approach is evident • Ethnic communities are well supported in significant emergency situations
<p>Delivery Management</p> <ul style="list-style-type: none"> • Ensure the Ministry has the necessary skills, expertise, systems, processes and structures to deliver on its mandate • Building a trusted relationship with the host agency to ensure that the Ministry and DIA both meet all obligations and commitments in the host agency agreement • Ensure the effective administration of grant funding to support the development of initiatives aimed at increased social inclusion and improved outcomes for ethnic communities • Support Regional Managers to build and maintain strong working relationships with ethnic communities' key stakeholders, and foster new 	<ul style="list-style-type: none"> • Information and insights inform priorities and interventions to improve diversity and social inclusion • Grant funding is available and well targeted to achieve desired outcomes. Funded initiatives can demonstrate the difference made • Trusted relationship built with host agency • The Ministry is working in areas of the greatest importance/impact to improving outcomes • Ethnic communities,

relationships, collaborating to achieve positive results

- Maintain an overview of the composition of ethnic communities in New Zealand
- Provide high quality advice, informed by operational insights to the Chief Executive for discussion and reporting to the Minister
- Assist the Chief Executive to support New Zealand's diverse communities to be resilient in the face of significant national emergencies or natural disasters
- Ensure the implementation of key departmental policies and processes, including, risk management and assurance, health and safety and people management

government agencies and other key stakeholders understand the role of MEC and work together to advance desired outcomes

- Risk and assurance processes are visible, well managed
- A safe and healthy workplace
- Staff are well managed, developed and receive recognition

System Leadership

- Develop policy objectives to give effect to the desired outcomes for the ethnic communities' portfolio
- Build strong relationships with other senior public-sector leaders to support MECs strategic direction and desired outcomes
- Provide advice and guidance to public sector agencies on how best to apply an ethnic communities lens to their work and delivery
- Share insights on the composition of, and challenges facing, ethnic communities to inform policy advice and delivery
- Support the Chief Executive to increase diversity across the public-sector workforce
- Provide the Chief Executive with an overview of public sector agencies' responsiveness to ethnic communities and provide periodic snapshots of the "health of the system"
- Promote the value of ethnic diversity and the importance of social inclusion within Government and more widely

- Public sector agencies working together to increase responsiveness to ethnic communities
- The public sector is a more ethnically diverse workforce
- The Ministry is recognised as the system leader in relation to issues related valuing diversity and increasing social inclusion
- Others seek the Ministry's advice on how best to respond/engage with ethnic communities

Talent Management

- Lead, develop, and retain a team with a mix of skills and experience who are able to work across ethnic communities, the public sector, local government and community organisations
- Take a coach-based talent management approach to your people's performance and development
- Grow capability in working with ethnic communities across the Ministry and wider public sector through encouraging others to increase the diversity of their workforce and develop their talent
- Ensure that the organisational culture within the Ministry engenders the Ministry's principles

- Staff have a clear line of sight between their work and the direction of the team and the wider Ministry
- High performing and high potential staff are effectively recruited, developed, supported and retained
- The public sector is a more ethnically diverse workforce
- Regular culture and engagement activities are undertaken and owned by the team
- The performance and development of direct reports is appropriately planned and managed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal at the Ministry	Chief Executive of the Ministry	✓	✓	✓	✓		✓
	Ministry's Strategic Leadership Team	✓	✓	✓	✓		✓
	Wider Ministry Management Cohort	✓	✓	✓	✓	✓	
	Ministry staff		✓	✓	✓	✓	
At DIA as Host Agency	Deputy Chief Executives SDO, OCS and OSP	✓	✓	✓	✓		
	Other key relationship owners within SDO, OCS and OSP	✓	✓	✓	✓		
External	Minister for Ethnic Communities (and their office)	✓	✓	✓	✓		✓
	Colleagues within other Departmental and Population Agencies		✓	✓			
	Senior staff from other Government agencies	✓	✓	✓	✓		✓
	Key leaders within Ethnic Communities	✓	✓	✓	✓		✓
	Other potential partners (e.g. Iwi, NGOs, Local Government and the Business sector)	✓	✓	✓	✓		

Your delegations as a manager

Human Resources and financial delegations	Level 2
Direct reports	Five

Your success profile for this role	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none">• Adaptive leadership• Driving innovation and transformation• Strategic agility• Political savvy• Empowering people for success• Inspiring others through vision and purpose	<p>Experience:</p> <ul style="list-style-type: none">• Proven strategic and operational leadership experience• Proven experience in building strong relationships which foster confidence and trust• Proven experience in working across diverse cultures, communities and organisations to achieve results• Proven experience in operationalising strategy and successfully leading staff through change and gaining their commitment to that future.• Working with the community and the public sector• Leadership of an operational organisation delivering services to the community <p>Knowledge:</p> <ul style="list-style-type: none">• Strong understanding of the issues and challenges facing ethnic communities in New Zealand• A strong commitment to the value of diversity for New Zealand as a whole, and the importance of inclusion and participation of ethnic communities in realising that value• A good understanding of the political process and environment and the role and responsibilities of a public service leader• An understanding of approaches to community development and strategies for advancing outcomes in a community context <p>Skills:</p> <ul style="list-style-type: none">• Excellent leadership skills – able to lead and provide direction and guidance across a diverse sector• Ability to influence decision making across a broad spectrum to advance the achievement of outcomes• A connector and facilitator – bringing others together to expand dialogue, collaborate and deliver results• Ability to build strong relationships and partnerships which generate confidence and trust• Excellent people leadership skills• Excellent communication skills – including active listening and the ability to clearly and simply articulate key messages

Released under the Official Information Act 1982

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Ability to effectively manage through complex issues and competing priorities• Excellent judgement• Political astuteness <p>Other requirements:</p> <ul style="list-style-type: none">• Relevant tertiary qualification• Able to obtain and maintain an appropriate security clearance if required• The right to work in New Zealand

Released under the Official Information Act 1982

Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Manager – Planning, Systems & Services

Office of Ethnic Communities, Policy, Regulation and Communities

The manager is responsible for driving and owning cross-cutting strategies and systems that support the achievement of OEC's goals, and achieve business excellence. The manager leads a high performing team who develop and implement planning, systems, business processes, and process improvement. The manager is responsible for support across all OEC teams; liaison with DIA corporate colleagues and providing oversight and direct delivery of some services.

- **Reporting to:** General Manager Office of Ethnic Communities
- **Location:** Wellington
- **Salary range:** Policy - Band J

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



What you will do to contribute	As a result we will see
<p>OEC Leadership</p> <ul style="list-style-type: none"> • Develop and own OEC information and business systems and processes • Develop and drive OEC capability strategies, and business systems • Deliver and look to consistently improve OEC’s service lines • Manage and develop a high performing team • Actively and credibly represent OEC when engaging with business partners within DIA, and externally • Actively contribute as part of OEC’s leadership team, with an additional particular contribution around proactive and agile in how we work, and bringing discipline to our focus on outcomes 	<ul style="list-style-type: none"> • A committed leader and a high functioning team who lead and support OEC in achieving business best practice and continuous improvement • OEC has a clear plan to build, develop and maintain staff capability • OEC has high quality systems that are understood and utilised by all team members • OEC’s services align closely with the operating model and are adding value • An OEC leadership team that is high functioning generally, and well supported by excellent systems
<p>Planning, Systems, & Support</p> <ul style="list-style-type: none"> • Provide business planning, budget management and reporting services • Oversee OEC office support, administration and coordination • Provide OEC project management support, utilising DIA standard methodologies and tools • Provide support for Parliamentary, or other portfolio priority events as required • Deliver OEC event support where required • Manage key stakeholder relationships relating to planning and systems, including interface with PRC BDS for planning reporting and finance matters, and DIA corporate functions – particularly Communications and EPMO 	<ul style="list-style-type: none"> • OEC meets all planning, reporting and accountability standards in a timely way and to high standards • OEC runs smoothly across its network, and all team members well are supported to do their work • OEC has consistent project management approaches and project disciplines are established as a norm • OEC events run smoothly and are well received

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Services</p> <ul style="list-style-type: none"> • Administer the Language Line, ECDF, and Nominations Services • Oversee uptake of OEC’s intercultural capability training e-module (ICE), and any future developments in this area, or related training • Drive business process improvements and efficiencies in all service lines • Oversee development of OEC’s web and social media presence, and communications activities – collaborating with DIA corporate colleagues as required • Manage key stakeholder relationships relevant to OEC service delivery and service improvements: particularly with Community Operations re ECDF; with SSC and other population agencies regarding the Nominations Service, and with MBIE and contracted service providers regarding Language Line 	<ul style="list-style-type: none"> • OEC’s direct services are delivered efficiently and achieve identified outcomes • High levels of commitment to continuous improvement in service delivery • Satisfied customers and positive feedback • Fit for purpose communications using a range of channels for different audiences
<p>People Leadership</p> <ul style="list-style-type: none"> • Lead and inspire by working with direct reports to set clear and positive team objectives and line of sight for each staff member for the achievement of those objectives • Attract and retain top talent by positioning and developing people effectively within teams and wider Department as appropriate • Continue to build the capability and performance of the team, using a strengths-based approach and leading staff engagement efforts • Promote, recognise and reward innovation, diversity of thinking, flexibility and adaptability within the team • Demonstrate leadership support for all Departmental initiatives and organisational development activities, modelling expected behaviours to direct reports to create a desired workplace culture • Manage the performance, development and engagement of direct reports in accordance with DIA processes and the needs and priorities of the team 	<ul style="list-style-type: none"> • Behaviour in line with the People Leader profile of the DIA Capability Framework • Staff have a clear line of sight between their work and the direction of the team and the wider Department • High performing and high potential staff are effectively recruited, developed, supported and retained • Regular culture and engagement activities are undertaken and owned by the team • The performance and development of direct reports is appropriately planned and managed in accordance with DIA processes and business needs

What you will do to contribute	As a result we will see
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans <p>Health and safety (for team)</p> <ul style="list-style-type: none"> Inform, train and equip staff to carry out their work safely Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. All requirements of DIA's Health and Safety policy and procedures are met.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	General Manager Office of Ethnic Communities	✓	✓	✓	✓		✓
	Manager – Community Engagement, OEC	✓	✓	✓	✓		
	Manager – Policy & Research Services, OEC	✓	✓	✓	✓		
	Strategic Advisor, OEC	✓	✓	✓	✓		
	OEC Planning, Systems & Services team members	✓	✓	✓	✓	✓	
	OEC team members	✓	✓	✓	✓		
External	Other DIA Business Groups –all corporate groups, particularly Communications, Community Operations, PRC BDS, EPMO, Policy Group	✓	✓	✓			
	Office of the Minister for Ethnic Communities	✓	✓		✓		✓
	Central Agencies for accountability matters	✓	✓		✓		
	Other government agencies connected with OEC services (e.g. MBIE, MSD, other population agencies)	✓	✓	✓			
	Other government agencies as required				✓		
	Private sector or other contracted service providers		✓	✓		✓	

Your delegations as a manager	
Human Resources and financial delegations	D
Direct reports	6-10

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Setting expectations • Encouraging innovation • Building effective teams • Identifying talent and developing others • Motivating others to achieve results • Developing business acumen 	<p>Experience:</p> <ul style="list-style-type: none"> • Solid experience working in a business advisory and support context • Demonstrated significant experience and success in operational service delivery • Experience managing budgets • Experience leading a team working across a diverse portfolio of activities • A successful track record of gaining the confidence of diverse stakeholders, including internal colleagues, other government officials, and service providers <p>Knowledge:</p> <ul style="list-style-type: none"> • Excellent understanding of the political process, the role of the public service, and of the machinery of government • Good knowledge of government accountability, planning and reporting systems and requirements • Advanced understanding of best practice business support, including business processes, business process improvement and project management methodologies • Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters <p>Skills:</p> <ul style="list-style-type: none"> • Excellent relationship management, communication and influencing skills • Leadership skills – demonstrated ability to lead and develop a high performing team • A commitment to business excellence and to embedding disciplines and systems into day to day work • Strong problem solving and creative thinking skills • Focus on outcomes and drive for results <p>Other requirements:</p>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Advanced University Degree

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Manager - Community Engagement

Office of Ethnic Communities, Policy, Regulation and Communities

The Manager role has a significant national profile and an important relationship with the Minister. The Manager is responsible for developing and driving OEC's community engagement strategy, reflecting the Operating Model intention that "community engagement is at the heart of OEC". The Manager leads a high performing team who engage with communities to understand needs and aspirations; to consult; and to provide grounded community perspectives to inform policy and services development.

- **Reporting to:** General Manager Office of Ethnic Communities
- **Location:** Auckland
- **Salary range:** Policy – Band K

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>OEC Leadership</p> <ul style="list-style-type: none"> • Maintain a national profile in the community on behalf of OEC • Develop and drive OEC community engagement strategy • Manage and develop a high performing community engagement team • Actively represent OEC in DIA's Auckland Presence Group • Maintain a close liaison with the Auckland Policy Office • Work closely with your OEC leadership team colleagues to ensure community engagement is at the heart of OEC, and that the various OEC functions connect, collaborate, and add value to each other's work • Actively contribute as part of OEC's leadership team, with an additional particular contribution around bringing an Auckland perspective, and community intelligence to discussions 	<ul style="list-style-type: none"> • A leader who is well regarded and well known in the community • A leader who maintains the confidence and is viewed credibly by the Minister • A community engagement strategy and programme that reflects engagement best practice and links clearly to OEC's operating model and work programme • A team of high performing, culturally competent, community engagement advisors • Growing influence and contribution from OEC in central government's Auckland Office • A community engagement team that works closely with the Policy & Research Services, and Planning, Systems & Services teams to achieve OEC's priorities • An OEC leadership team that is high functioning generally, and informed from a community engagement perspective

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Community Engagement</p> <ul style="list-style-type: none"> • Build and manage key stakeholder relationships in the community engagement domain • Maintain and implement the community engagement plan driving of the engagement strategy • Model and champion best practice community engagement approaches • Deliver targeted community engagement in line with strategy and OEC priorities • Gather community intelligence to inform government policy and services • Consult on key policy issues on behalf of OEC and/or other government partners • Drive and deliver projects that support community engagement or other OEC priorities • Provide support for Parliamentary, or other portfolio priority events as required 	<ul style="list-style-type: none"> • Positive and productive relationships with ethnic communities and other identified stakeholders • Communities and stakeholders who understand the role of the Office, and are willing and empowered to engage with OEC • Community engagement that supports OEC’s operating model and work programme, and reflects best practice • OEC policy and advice that is grounded in community intelligence • Growing credibility of OEC’s community engagement function, with community stakeholders, and with public sector and other diversity partners
<p>People Leadership</p> <ul style="list-style-type: none"> • Lead and inspire by working with direct reports to set clear and positive team objectives and line of sight for each staff member for the achievement of those objectives • Attract and retain top talent by positioning and developing people effectively within teams and wider Department as appropriate • Continue to build the capability and performance of the team, using a strengths-based approach and leading staff engagement efforts • Promote, recognise and reward innovation, diversity of thinking, flexibility and adaptability within the team • Demonstrate leadership support for all Departmental initiatives and organisational development activities, modelling expected behaviours to direct reports to create a desired workplace culture • Manage the performance, development and engagement of direct reports in accordance with DIA processes and the needs and priorities of the team 	<ul style="list-style-type: none"> • Behaviour in line with the People Leader profile of the DIA Capability Framework • Staff have a clear line of sight between their work and the direction of the team and the wider Department • High performing and high potential staff are effectively recruited, developed, supported and retained • Regular culture and engagement activities are undertaken and owned by the team • The performance and development of direct reports is appropriately planned and managed in accordance with DIA processes and business needs

What you will do to contribute	As a result we will see
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans <p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements of DIA’s Health and Safety policy and procedures are met.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	General Manager Office of Ethnic Communities	✓	✓	✓	✓		✓
	Manager - Policy & Research Services, OEC	✓	✓	✓	✓		
	Manager - Planning, Systems & Services, OEC	✓	✓	✓	✓		
	Strategic Advisor, OEC	✓	✓	✓	✓		
	OEC Community Engagement team members	✓	✓	✓	✓	✓	
	OEC team members	✓	✓	✓	✓		
External	DIA Business Groups, especially Community Operations, Policy Group, and Communications	✓	✓	✓			
		✓	✓	✓			
		✓	✓	✓			
		✓	✓	✓			
	Minister for Ethnic Communities and the Office of the Minister for Ethnic Communities	✓		✓	✓		✓
	Ethnic community leaders, organisations, and community members	✓	✓	✓	✓		
	Managers or other senior staff from government agencies working directly with ethnic communities, or who have an interest in ethnic diversity	✓	✓	✓	✓		
	Non-government organisations working directly with ethnic communities, or who have an interest in ethnic diversity	✓	✓	✓	✓		

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Managers or other staff from local government working directly with ethnic communities, or who have an interest in ethnic diversity	✓	✓	✓	✓		
	Local authorities and agencies, Crown entities and agencies as relevant to OEC	✓	✓	✓	✓		

Human Resources and financial delegations	D
Direct reports	6-10

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Setting expectations Encouraging innovation Building effective teams Identifying talent and developing others Motivating others to achieve results Developing business acumen 	<p>Experience:</p> <ul style="list-style-type: none"> Proven success in people and team leadership skills, including motivating and inspiring others Extensive and successful track record of forming partnerships of value and effective working relationships with others, including those with diverse cultures, values or priorities Demonstrated significant experience working constructively at the interface between community and government <p>Knowledge:</p> <ul style="list-style-type: none"> Excellent understanding of community engagement principles and best practice models Deep understanding of, and established credibility within, the New Zealand ethnic community sector, or demonstrated capacity to establish this credibility Excellent understanding of the political process, the role of the public service, the machinery of government, and the interaction between community engagement and policy processes Knowledge of diversity and inclusion and social cohesion matters

Your success profile for this role	What you will bring specifically
	<p>Skills:</p> <ul style="list-style-type: none">• Advanced ability to transfer knowledge of community intelligence into policy awareness, and to actively work on community and policy linkages• Advanced ability to relate to and gain the confidence of diverse stakeholders – including government agencies, ethnic communities, businesses and non-government organisations• Excellent political savvy, relationship management, communication and influencing skills• Leadership skills – demonstrated ability to lead and develop a high performing team• Strategic skills – ability to see the big picture, and link day to day team activities to the OEC Operating Model and overall strategic direction of the Office• Strong problem solving and creative thinking skills• Focus on outcomes and drive for results <p>Other requirements:</p> <ul style="list-style-type: none">• Advanced University Degree relevant to this role

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Manager Applied Policy

Office of Ethnic Communities

The Manager Applied Policy is a key senior position which is part of the Office of Ethnic Communities (OEC) Leadership team who will work with colleagues to provide direction and visible leadership across the Office. The Manager Applied Policy will provide high quality advice aimed at ensuring Government policies and services take account of the needs and aspirations of ethnically diverse and inter-faith communities. The Manager Applied Policy will also draw together data and community engagement information to develop and share insights which will inform and enable agencies to strengthen their focus on the inclusion and participation of ethnically diverse and inter-faith communities across New Zealand.

The OEC environment is complex and dynamic. The Manager Applied Policy will be flexible and responsive to changing priorities. They will be operationally grounded and have an emphasis on providing pragmatic advice and guidance which recognises operational and community realities. This manager will establish an effective relationship with the Minister and will build strong working relationships with a wide range of senior government and community stakeholders.

The Manager Applied Policy leads and develops a high performing team, to provide excellent advice and guidance to improve key outcomes for ethnic and inter-faith communities. This includes developing and providing guidance on key aspects of Government policy and initiatives. The Manager Applied Policy is also responsible for Ministerial servicing – drawing on expertise from across the Office.

- **Reporting to:** Executive Director Office of Ethnic Communities
- **Location:** Wellington
- **Salary range:** Policy - Band K

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles

We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference



- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātaḥono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationship is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>OEC Leadership</p> <ul style="list-style-type: none"> • Actively work together with others on the OEC Leadership team to set the Office's strategic direction, to identify the most effective way of delivering on its priorities, and to monitor its performance • Maintain awareness of the dynamics of the external environment and bring insights to the OEC Leadership discussion • Work closely with colleagues across OEC to connect, collaborate and ensure alignment between functions to advance OEC's strategic direction • Be a visible leader within OEC • Develop and maintain positive and constructive relationships with Ministers and key stakeholders, • Support the Executive Director to establish partnerships with key agencies, stakeholders and communities to deliver improved outcomes for ethnic and interfaith communities • Manage and develop a high performing Applied Policy team • Use available data and community engagement information to develop insights and share these, so that Government agencies' policy and service delivery has a stronger focus on inclusion and participation of ethnic and interfaith communities • Develop OEC's policy work programme – identifying 	<ul style="list-style-type: none"> • A leader who is well regarded by stakeholders • A leader who is credible and considered a trusted advisor by the Minister • A team of high performing policy and information analysis professionals to deliver well informed, quality advice • OEC providing robust, credible, influential contribution to government's policy agenda • A relevant and substantial policy work programme that is focused on improving key outcomes for ethnic and interfaith communities • An Applied Policy team that works closely with the Community Engagement, and Planning, Systems & Services teams to achieve OEC's priorities • A strong, energised, visible OEC Leadership team with a clear strategic direction, who drive the organisation to make a difference

What you will do to contribute	As a result we will see
<p>priority outcome areas and working with other agencies to increase responsiveness</p> <ul style="list-style-type: none"> • Credibly represent OEC both within DIA and externally 	
<p>Functional Leadership</p> <ul style="list-style-type: none"> • Develop and maintain a positive relationship with the Minister for Ethnic Communities and their Office • Build and manage strong relationships with other key policy domains with a view to influencing and working through others to achieve OEC outcomes • Manage current year OEC policy work programme, and plan for future years • Ensure that advice delivered is of high quality, informed by evidence and insights, and which uses appropriate analysis methodologies and frameworks • Ensure advice appropriately reflects consultation outcomes • Work with Policy colleagues in DIA to embed a value-add quality assurance process for OEC policy advice • Work with other government agencies to influence their data collection relating to the inclusion and participation of ethnic and interfaith communities • Lead the development of guidance to support the Office deliver quality outputs and improve the effectiveness of its key initiatives – including ECDF and the Nominations Service • Provide timely, high quality ministerial services • Manage risks to delivery of the policy work programme by identifying issues early, developing mitigation strategies, and escalating as appropriate • Be able to effectively and appropriately respond to, and support diverse communities, in a significant emergency event • Be responsive and flexible, supporting the Executive Director, as priorities change 	<ul style="list-style-type: none"> • Timely delivery of high quality, evidenced based advice • An applied policy team that is well regarded by, and whose advice has influence with, a range of stakeholders • A Minister for Ethnic Communities who is well supported by OEC's applied policy function and is highly satisfied with the quality of policy advice, and Ministerial servicing • Key areas of government policy and service delivery are accessible, and responsive to ethnic communities' aspirations and needs • Advice consistently reflects the outcomes of sound engagement with key stakeholders and communities • Increased inclusion and participation of NZ's ethnic communities and recognition that diversity is a key feature of our national identity
<p>People Leadership</p> <ul style="list-style-type: none"> • Lead and inspire by working with direct reports to set clear and positive team objectives and line of sight for each staff member for the achievement of those objectives. • Attract and retain top talent by positioning and developing people effectively within teams and wider Department as appropriate. • Continue to build the capability and performance of the team, using a strengths-based approach and leading staff engagement efforts. • Promote, recognise and reward innovation, diversity of thinking, flexibility and adaptability within the team. • Demonstrate leadership support for all Departmental 	<ul style="list-style-type: none"> • Clear commissioning, oversight, review and feedback of policy and research work • Behaviour in line with the People Leader profile of the DIA Capability Framework • Staff have a clear line of sight between their work and the direction of OEC and the wider Department. • High performing and high potential staff are effectively recruited, developed, supported and retained. • Regular culture and engagement

What you will do to contribute	As a result we will see
<p>initiatives and organisational development activities, modelling expected behaviours to direct reports to create a desired workplace culture.</p> <ul style="list-style-type: none"> Manage the performance, development and engagement of direct reports in accordance with DIA processes and the needs and priorities of the team. 	<p>activities are undertaken and owned by the team.</p> <ul style="list-style-type: none"> The performance and development of direct reports is appropriately planned and managed in accordance with DIA processes and business needs.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans <p>Health and safety (for team)</p> <ul style="list-style-type: none"> Inform, train and equip staff to carry out their work safely Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. All requirements of DIA's Health and Safety policy and procedures are met.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Executive Director, Office of Ethnic Communities	✓	✓	✓	✓		✓
	OEC managers	✓	✓	✓	✓		
	OEC staff	✓	✓	✓	✓	✓	
	Managers and Directors in DIA's Policy Group		✓		✓		✓
	DIA DCEs, senior managers	✓	✓	✓	✓		✓
External	Minister for Ethnic Communities and the Office of the Minister for Ethnic Communities	✓		✓	✓		✓
	Cabinet Committees and Select Committees of Parliament	✓					
	Ethnic community leaders, organisations, and community members	✓	✓	✓	✓		
	Other government agencies whose work is relevant to ethnic communities	✓	✓	✓	✓		
	Local authorities and other community organisation and NGOs as relevant to the work of OEC	✓	✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	D
Direct reports	6-10

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Setting expectations • Encouraging innovation • Building effective teams • Identifying talent and developing others • Motivating others to achieve results • Developing business acumen 	<p>Experience:</p> <ul style="list-style-type: none"> • Proven success in people and team leadership skills, including motivating and inspiring others • Significant experience in setting clear objectives in a policy and/or research context and leading a team towards achievement of these objectives • Significant experience in building policy capability that is conceptually robust and well evidenced • Advanced ability to gain the confidence of diverse stakeholders, including Ministers and Ministers' offices, senior executives, research professionals, academics, and others working in the diversity and inclusion/social cohesion field <p>Knowledge:</p> <ul style="list-style-type: none"> • Excellent understanding of the political process, the role of the public service, and of the machinery of government • Excellent understanding of the process and practice of developing and delivering high quality policy advice, particularly community or population based advice • Excellent understanding of research practice and disciplines, and a commitment to developing evidence based policy advice • Good knowledge of community engagement principles, the co-creation of policy, and a commitment to development of policy advice informed by community intelligence • Knowledge of diversity and inclusion and social cohesion matters <p>Skills:</p> <ul style="list-style-type: none"> • Advanced communication and influencing skills • Excellent political savvy, relationship management, communication and influencing skills • Leadership skills – demonstrated ability to lead and develop a high performing team • Strong strategic skills – ability to see the big picture, and link day to day team activities to the operating model and overall strategic direction of the Office • Strong problem solving and creative thinking skills • Focus on outcomes and drive for results

Your success profile for this role	What you will bring specifically
	<p>Other requirements:</p> <ul style="list-style-type: none">• Advanced University Degree relevant to this role• Able to obtain and maintain an appropriate security clearance if required

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Project Manager – Ethnic Communities Graduate Programme Office of Ethnic Communities

The Project Manager will lead the Ethnic Communities Graduate Programme across the public sector, with the Office of Ethnic Communities (within DIA) being the lead agency. This Programme will place talented graduates into the Public Service for an 18-month period, with the aim of breaking down barriers that exist for people from ethnic communities to enter and progress within the Public Service, and improving diversity and inclusion in the Public Service. The Project Manager will oversee the work of the Project Adviser who will also support the development and management of the Programme.

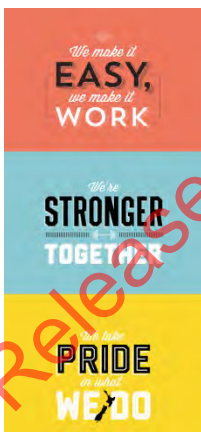
- **Reporting to:** Manager – Applied Policy
- **Location:** Wellington
- **Salary range:** Corporate I

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



**Te Tari Taiwhenua
Internal Affairs**

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p>Graduate Programme development and management</p> <ul style="list-style-type: none"> Execute the Office of Ethnic Communities’ responsibilities in managing the Ethnic Communities Graduate Programme Lead the direction of the Programme and manage reporting through the appropriate governance mechanisms Manage the Programme effectively through cycles of onboarding, rotations and offboarding, including planning, risk management, budget management, and monitoring performance Draw on the learning and best practice from government graduate programmes in other parts of the Public Service, and graduate/participating agency feedback to evolve and further develop the Programme 	<ul style="list-style-type: none"> Programme documentation and resources are developed and maintained appropriately Key input from participating agencies occurs at appropriate times in the Programme and they understand how their input has been considered and take appropriate ownership Participating agencies are clear on objectives, actions and what is required of them Progress is reported on and monitored, and action taken to resolve issues

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> • Ensure the Programme is sustainable by building in resilience through engagement and ownership across and through other agencies • Programme processes and resources are developed, documented and maintained to allow for business continuity • Develop and maintain an evaluation process for the Programme 	<ul style="list-style-type: none"> • The Programme has management, monitoring, and decision-making structures, including governance overview • Delivery of Programme cycles are completed on time and are within budget • Risks are mitigated and opportunities are identified
<p>Graduate cohort recruitment and onboarding</p> <ul style="list-style-type: none"> • Advertise and proactively promote the Programme across various targeted channels, using available OEC and external resources as required • Set criteria for entry, and develop and lead assessment processes • Facilitate final decision-making with participating agencies to achieve the best match between graduates and target roles • Manage the offer and onboarding process for graduates in tandem with participating agencies 	<ul style="list-style-type: none"> • Graduate cohort meets the criteria for acceptance in terms of qualifications, career goals and personal attributes • Graduates are clear on objectives, Programme offerings and what is required of them • Positive feedback from participating agencies on the Programme
<p>People management and capability development</p> <ul style="list-style-type: none"> • Provide ongoing 'pastoral care' to the graduate cohort, with individual and group sessions with graduates to identify issues and needs, monitor process and get feedback on the Programme • Support problem solving between graduates and agencies where required • Develop tools and resources to support a consistent approach to identifying and developing graduate capability and performance management that will meet the needs of graduates and those of participating agencies • Support career pathways and capability/performance targets for each graduate across participating agencies that matches their area of expertise, strengths, and career goals • Support agencies in mentoring and coaching participants, focusing on both performance and capability development • Provide leadership, guidance, and support 	<ul style="list-style-type: none"> • Graduate capabilities and performance assessed on a regular basis and show incremental improvement in line with target expectations • Agencies actively manage performance development, coaching and mentoring as per the MOU • Regular support provided to Graduates • Graduate cohort have positive feedback on the Programme • Maximise retention of the graduate cohort within the public sector • Any issues are effectively resolved • Project Adviser is given guidance and support

What you will do to contribute to the Project Adviser	As a result we will see
<p>Engagement with participating agencies</p> <ul style="list-style-type: none"> Manage engagement processes with participating (and potential participant) agencies to develop clarity on expectations, define the experiences agencies will provide for participants, build inter-agency relationships to ensure effective integration and co-ordination of activities, and promote opportunities Communicate needs, plans, progress and outcomes of work programme in an accessible way to a range of audiences Identify and manage owners for the Programme in each participating agency Develop/maintain documentation with participating agencies which clearly outlines roles and expectations including MOUs and secondment agreements 	<ul style="list-style-type: none"> Stakeholders have a clear and positive perception of the Programme Deliverables are achieved through cooperation and effective communication with key stakeholders Productive relationships and networks are built and maintained both internally & externally Positive feedback from participating agencies Available budgets are managed effectively
<p>Health and safety</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work Health and safety considerations for graduates in other agencies are fully considered and guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Graduate cohort	✓	✓	✓	✓		
	Manager – Applied Policy, OEC	✓	✓	✓	✓		✓
	OEC Leadership Team	✓	✓	✓	✓		✓
	Human Resources		✓		✓		
	OEC Communications advisers		✓		✓		
	Project Adviser	✓	✓	✓	✓	✓	
External	Participating agencies	✓	✓	✓	✓		✓
	Other parts of government overseeing progress	✓	✓	✓	✓		✓
	L&D / training suppliers		✓		✓		

Your delegations as a manager

Human Resources and financial delegations

Level F

Your delegations as a manager

Direct reports

1

Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Specialist](#).

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

What you will bring specifically**Experience:**

- Proven experience leading and influencing a range of stakeholders
- Experience in managing cross-agency projects
- Experience developing and implementing communications plans
- Experienced commissioning solutions and managing vendors against results

Knowledge:

- Well-developed understanding of ethnic communities, job capabilities, workforce issues and dynamics and career pathways
- Current and in-depth understanding of competency, career development and performance management frameworks
- Understanding of public sector organisations and of effective HR practices and policies in that context

Skills:

- Project management skills
- Personal and professional credibility to build effective relationships with senior managers and HR professionals across participating agencies
- Highly developed communication skills, particularly presentation skills and interaction with large groups
- Well-developed coaching and mentoring skills, ability to provide personal guidance and support

Other requirements:

- University degree specialising in Project Management



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Principal Advisor

Office of Ethnic Communities

Principal Advisor provides strategic advice, thought leadership, and leads complex/sensitive projects. The Principal Advisor will provide original thinking, anticipate future issues, challenge the status quo, and explore ideas and opportunities that may lead to new, more innovative and effective solution which will increase the impact of the Office of Ethnic Communities (OEC).

The Principal Advisor works directly with the Executive Director OEC in a key trouble shooting role, providing insight and advice on a range of matters. The Principal Advisor also establishes and maintains effective working relationships across OEC, the wider Department, the Minister's Office and key stakeholders.

The Principal Advisor is part of the OEC leadership team.

- **Reporting to:** Executive Director, Office of Ethnic Communities
- **Location:** Wellington
- **Salary range:** Policy J

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a sage, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationship is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>OEC Leadership</p> <ul style="list-style-type: none"> Actively work together with others on the OEC Leadership team to set the Office’s strategic direction, to identify the most effective way of delivering on its priorities, and to monitor its performance Maintain awareness of the dynamics of the external environment and bring insights to the OEC Leadership discussion Work closely with colleagues across OEC to connect, collaborate and ensure alignment between functions to advance OEC’s strategic direction Be a visible leader within OEC Develop and maintain positive and constructive relationships with Ministers and key stakeholders, Support the Executive Director to establish partnerships with key agencies, stakeholders and communities to deliver improved outcomes for ethnic and interfaith communities Credibly represent OEC both within DIA and externally 	<ul style="list-style-type: none"> A leader who is well regarded by stakeholders A leader who is credible and considered a trusted advisor by the Minister A strong, energised, visible OEC Leadership team with a clear strategic direction, who drive the organisation to make a difference
<p>Strategic Leadership and Advice</p> <ul style="list-style-type: none"> Provide direct support to the Executive Director on strategic issues, including senior level trouble-shooting, risk and issues management, and stepping in for the Executive Director from time to time as appropriate. Provide a sounding board, insight, judgement and/or advice to enable the Executive Director to successfully deal with critical matters as they arise Stay aware of relevant issues, risks, and developments which may impact OEC; alerting and advising the Executive Director on responses 	<ul style="list-style-type: none"> High quality, influential advice is provided to the OEC Leadership Team Risks and issues are identified early, escalated appropriately and advice provided OEC strategies and plans are developed that meet the requirements of the OEC and the Department High level of contribution to OEC and Departmental initiatives

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Provide strategic and intellectual leadership on Group performance and governance 	
<p>Relationship management</p> <ul style="list-style-type: none"> Ensure working relationships and interfaces between OEC and the Department are maintained and clear lines of communication and understanding of business needs are promoted Build networks and develop and maintain close working relationships with the Minister's Office, key government agency and community stakeholders Assist the Executive Director manage challenging relationships, facilitating information flows and understanding of issues Influencing and advising the OEC leadership team as a collective or individually 	<ul style="list-style-type: none"> OEC is represented effectively and appropriately Effective relationships are developed and maintained across OEC, the Department, the Minister's Office and other key stakeholders
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Executive Director Office of Ethnic Communities	✓	✓	✓	✓		✓
	OEC Leadership Team	✓	✓	✓	✓		✓
	OEC managers and staff	✓	✓	✓	✓		
	DIA DCEs, senior managers	✓	✓	✓	✓		✓
External	Office of the Minister for Ethnic Communities	✓		✓	✓		✓
	Ethnic community leaders, organisations, and community members	✓	✓	✓	✓		✓
	Other government agencies whose work is relevant to ethnic communities	✓	✓	✓	✓		
	Local authorities and other community organisation and NGOs as relevant to the work of OEC	✓	✓	✓	✓		

Your delegations as a manager

Human Resources and financial delegations	Z
Direct reports	Nil

Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Specialist](#).

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

What you will bring specifically**Experience:**

- Demonstrated senior experience in supporting the development and implementation of organisational vision and strategy
- Experience working with senior leaders in a diverse public-sector organisation.
- A track record of delivering outstanding advice and working well with people at all levels
- Proven record of delivering quality work, including under tight time constraints
- Demonstrated success in building, maintaining and using networked relationships to deliver results
- Experience in coaching others

Knowledge:

- Understanding of the machinery of government, political process and the role and place of public sector agencies
- In depth understanding of organisational dynamics and development and how to approach and achieve organisational change

Skills:

- Well-developed strategic thinking and analytical ability
- Able to exercise excellent judgement – can quickly get to the nub of the issue
- Strong ability to plan, prioritise and reprioritise own work and understand connections across team and organisation
- Ability to manage ambiguity and confidently use initiative when dealing with a broad range of complex, evolving information.
- Strong stakeholder engagement skills with the ability to establish and maintain a

Released under the Official Information Act 1982

Your success profile for this role	What you will bring specifically
	<p>wide range of effective relationships and influence positive results</p> <ul style="list-style-type: none">• Ability to use initiative with self-awareness of when to seek input from others and escalate matters.• Strong communication skills (written and oral) with the ability to communicate with credibility and convey information to a range of audiences. <p>Other requirements:</p> <ul style="list-style-type: none">• Tertiary qualification in relevant discipline such as public policy, politics or business studies (or equivalent experience).• Able to obtain and maintain an appropriate security clearance if required

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Senior Advisor Business Operations & Support

Office of Ethnic Communities

The Senior Advisor Business Operations & Support provides leadership for the Office of Ethnic Communities service lines – with a focus on effective delivery and opportunities for service improvement. The Senior Advisor Business Operations & Support also leads work to ensure that OEC meets its reporting and accountability requirements and provides high quality advice and support to enable the effective and efficient running of the Office.

OEC is an Office within the Department of Internal Affairs (DIA) and contributes to DIA's overall purpose - to serve and connect people, communities and government to build a safe, prosperous and respected nation. OEC's vision is - New Zealand communities are welcoming and inclusive, diversity is valued, and all people participate in, and contribute fully to society.

- **Reporting to:** Manager – Planning, Systems & Services
- **Location:** Wellington
- **Salary range:** Delivery H

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Te Tari Taiwhenua
Internal Affairs

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Services delivery, development and advice</p> <ul style="list-style-type: none"> • Lead, direct and drive the OEC’s direct service lines • Ensure the strategic intent and desired impact of each service line is maintained • Lead the development of new/revised service lines – including design of the service offering and supporting operational guidelines /parameters as appropriate • Lead thinking and development of business and process improvement for existing service lines – promote the use of appropriate project methodology for developments • Organise and coordinate advice and decision-making arrangements for each service line • Work to increase visibility of OEC service lines and where appropriate, lever off other agencies processes and systems • Provide expert advice and support across the Office for OEC service lines and prepare briefings as required • Monitor the delivery of service lines and recommend changes as appropriate to increase effectiveness • Manage key provider and stakeholder relationships to ensure that service lines are efficient and effective • Undertake advisory actions as determined by the Manager, Planning, Systems and Services to ensure successful uptake or delivery of OEC services 	<ul style="list-style-type: none"> • The Senior Advisor Business Operations & Support is a trusted source of a respected and valued OEC team member • Service lines remain relevant and effective • Service lines have high visibility in the community • All service lines have clear parameters, guidelines, processes and decision-making arrangements • OEC Managers and staff are well supported to promote and explain service lines • Service line contracts are negotiated and operate smoothly • Relationships with service partners and other stakeholders are positive and support maximum efficiency and impact of OEC services • Customers receiving OEC’s services report high levels of satisfaction

<p>Planning, reporting and monitoring</p> <ul style="list-style-type: none"> • Contribute to the OEC strategic and business planning, reporting and monitoring by: <ul style="list-style-type: none"> ◦ Leading the development of the OEC Business Plan. ◦ Supporting budget development and financial reporting ◦ Leading collation of, and providing advice on, OEC's contribution to DIA accountability documents and processes, including the Four-Year Plan, Information Supporting the Estimates, Select Committee documentation, Quarterly Reports and Annual Report, in liaison with the DIA Strategy and Governance Branch. ◦ Collating, analysing and reporting OEC management information ◦ Providing advice and support to OEC managers ◦ Identifying potential issues and recommending mitigations to the Manager Planning, Systems & Services • Provide advice on the further development of performance measures, systems and data, in line with departmental frameworks. • Identify process and framework improvement opportunities and, after sign-off, drive implementation. 	<ul style="list-style-type: none"> • Contributing high quality advice assists OEC to meet its corporate responsibilities in a manner that also adds value to the operation of the Office. • Delegated activities are delivered in line with Departmental frameworks. • The Manager Planning, Systems & Services and OEC managers are well supported and advised. • Strong and effective working relationship with the DIA Strategy and Governance Branch.
<p>Branch risk and assurance</p> <p>Assist the Manager, Planning, Systems and Services with risk management and assurance by:</p> <ul style="list-style-type: none"> • Supporting implementation and maintenance of DIA's risk and assurance processes in line with the DIA framework • Maintaining OEC's risk register and processes. • Advising on appropriate mitigation strategies. • Contributing to ongoing departmental reporting processes. 	<ul style="list-style-type: none"> • Delegated activities are delivered in line with Departmental frameworks. • The OEC managers are well supported and advised. • Strong and effective working relationship with the DIA Strategy and Governance Branch.
<p>OEC support and advice</p> <ul style="list-style-type: none"> • Provide ongoing support and advice to OEC managers on a range of matters, including business continuity, health and safety, and general requests for information. • Develop, maintain and provide advice on OEC operating, capability and performance frameworks • Review OEC management information to inform reporting and business improvement 	<ul style="list-style-type: none"> • OEC managers and staff are well informed and advised • Strong and efficient working relationships with departmental shared service providers • The Manager, Planning, Systems and Services is well advised on issues arising

- Contribute to and provide quality assurance for the development of responses to Official Information Act Requests, Ministerial letters and Parliamentary Questions.
- Act as a OEC liaison with departmental shared service providers.
- Assist with training and development of the Advisor(s) in the Planning, Systems and Services team through on-the-job-support and providing direction and advice where required.
- Provide peer review support for the team.

Health and safety (for self)

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do in the event of an emergency
- Cooperate in implementing return to work plans

- A safe and healthy workplace for all people using our sites as a place of work.
- Health and safety guidelines are followed

Who you will work with to get the job done

		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	OEC Leadership Team and Managers	✓	✓	✓	✓		✓
	OEC Staff	✓	✓	✓	✓	✓	✓
	Other DIA business groups, particularly Community Operations, Strategy and Governance and Finance	✓	✓	✓	✓		✓
External	Other government agencies on diversity and inclusion	✓	✓	✓	✓	✓	✓
	Externally contracted service providers/partners	✓	✓	✓	✓	✓	
	Ethnic community members, stakeholders, and organisations	✓	✓	✓	✓		✓

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is a combination of a [Specialist](#) and a [Valued Contributor](#).

Keys to Success:

What you will bring specifically

Experience:

- Demonstrated experience in successful services delivery for diverse customers and stakeholders
- Successful experience collecting and co-ordinating information from a variety of sources and influencing people outside

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none"> • Problem solving • Critical thinking • Navigating complexity • Communicating with influence • Customer Focus • Continuous improvement • Action oriented • Functional and technical skills 	<p>immediate team, including senior managers.</p> <ul style="list-style-type: none"> • Demonstrated success in service improvement, or a strong commitment to building service improvement expertise • Experience in strategic/business planning, reporting and budget development • Experience in providing advice to internal audiences, including senior management teams, that is tailored for the purpose and audience. • mentoring less experienced staff <p>Knowledge:</p> <ul style="list-style-type: none"> • Good understanding of public sector machinery of government, including service delivery, planning, reporting and performance management in the public sector • Good understanding of the value of diversity and the importance of participation and social inclusion <p>Skills:</p> <ul style="list-style-type: none"> • Strong analysis, planning, and organisation skills • Well-developed problem-solving skills and ability to work with complexity • ability to manage ambiguity and confidently and use initiative • Excellent communication skills (written and oral) • ability to prepare information that is fit for purpose and tailored to the audience • excellent relationship management skills, including the ability to influence and work through others • ability to gain the confidence of diverse stakeholders • good judgement • focus on outcomes and drive for results <p>Other requirements:</p> <ul style="list-style-type: none"> • University Degree



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Senior Diversity & Engagement Advisor

Office of Ethnic Communities, Community Engagement

The Senior Diversity & Engagement Advisors are OEC's diversity experts and on the ground community engagement specialists. The Senior Advisors play a lead role in implementing OEC's community engagement strategy and programme which underpin and support the operating model and all four focus areas. Senior Advisors contribute community intelligence to OEC's policy development and service delivery, and are an important conduit for engagement and consultation with communities on policy and services matters.

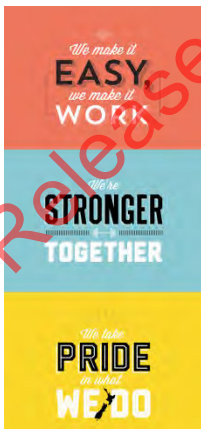
- **Reporting to:** Manager – Community Engagement
- **Location:** Northern / Central/ Southern
- **Salary range:** Delivery – Band H

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Community engagement and advice</p> <ul style="list-style-type: none"> • Play a lead role in giving effect to the OEC Community Engagement strategy • Apply OEC’s community engagement best practice principles and methodologies to all engagements • Build and maintain up to date expert knowledge of ethnic community groups in your region and nationally, with your knowledge reflecting community and demographic change • Proactively maintain up to date awareness of the political, economic and social impacts and opportunities relating to ethnic diversity in New Zealand • Identify the needs and issues of ethnic communities in your region and provide advice to the Manager Community Engagement on how, and by whom these needs could best be met • Identify emerging critical issues related to ethnic diversity and social cohesion by listening and interpreting needs from stakeholders – and advise the Manager Community Engagement on associated risks and opportunities for OEC • Coach and mentor Engagement & Diversity Advisors • Work with the Principal Advisor, Community Engagement and your Senior Engagement & Diversity Advisor peers across OEC’s network to build a strong cohort of engagement leadership practice and expertise • Advise OEC and other government colleagues on the cultural protocols for ethnic communities in your region, as required • Attend Ministerial events in the community, as required 	<ul style="list-style-type: none"> • OEC’s community engagement strategy and programme are implemented consistently across New Zealand, underpin, and support achievement of the operating model intent and four focus areas • OEC’s Senior Advisors can clearly articulate the community engagement model and principles they are using in their work, and support other staff in best practice engagement • Senior Advisors are a recognised source of up to date expertise on New Zealand’s ethnic communities and related risks and opportunities for New Zealand • Senior Advisors are a coherent group nationwide, providing strong expert support and advice to the Principal Advisor and Managers, and leadership and mentoring to Advisors • OEC is targeting its community engagement in a disciplined manner, and influencing others to respond where OEC is not best placed to engage on a particular matter or with a particular community • The Minister is well supported and satisfied with OEC’s ‘on the ground’ support for community events

What you will do to contribute	As a result we will see
<p>Informing, advising and consulting on Policy and Services</p> <ul style="list-style-type: none"> • Work closely with your Policy & Research colleagues to ensure that OEC policy advice draws off a strong community evidence base • Ensure that the intelligence from all community engagement activity is recorded/captured and available to inform policy advice or other OEC activity • Provide information on the needs, views and issues of ethnic communities for the purposes of informing policy advice or Ministerial briefings • Engage and consult with ethnic communities and ethnic community leaders on policy issues and proposals • Maintain an awareness of, and take an active interest in, the policy advice being provided by OEC • Work closely with Senior/ Service Advisor colleagues to provide expert advice and community input and views into current or possible future OEC services • Provide the 'on the ground' link and expertise for any community engagement or consultation relating to OEC current or future services • Work with OEC's Stakeholder Engagement Advisor to identify the best mechanisms and channels for engaging with ethnic communities or other key stakeholders in your region 	<ul style="list-style-type: none"> • OEC's policy development and policy advice are richly informed by community intelligence and perspectives, • OEC's services development and delivery are informed by community intelligence and perspectives • OEC has consistent systems and approaches for capturing and reflecting community views into policy and services • Ethnic communities are provided meaningful opportunities to engage with policy issues and contribute views • Senior Advisors are a valued resource and link into communities for OEC and for other policy practitioners • OEC's engagement and communications with ethnic communities and stakeholders are targeted, appropriate and impactful
<p>Relationship Management</p> <ul style="list-style-type: none"> • Developing an extensive range of networks and relationships both internally and externally and across a multiple sectors. • Utilise inter and cross-cultural expertise to develop and maintain strong strategic relationships with ethnic leaders, community representatives and organisations, including ethnic media • Build strong and effective relationships with key government agencies in your region • Represent OEC in key cross sector working groups and seek opportunities for collaboration where appropriate. • Respond to emerging issues and mitigate risks to social cohesion through leveraging substantial relationships 	<ul style="list-style-type: none"> • Strong relationships that support the credibility and impact of OEC's community engagement function • Strong relationships that provide a robust platform for community engagement • Strong relationships that enable Senior Advisors to take a lead role in dealing with sensitive situations or resolving complex issues if they arise • Strong relationships that enable OEC to continually add value to the quality of advice to government and to public services

What you will do to contribute	As a result we will see
Project Management <ul style="list-style-type: none"> Lead complex or large projects that deliver on OEC's strategic priorities and community engagement programme Ensure projects have approvals, scopes, reporting and evaluation in line with OEC methodology Work with the Planning and Reporting Advisor to ensure project disciplines are applied and followed 	<ul style="list-style-type: none"> OEC projects are well led, with clear accountabilities and roles, and inbuilt review and evaluation mechanisms OEC continues to strengthen and refine its project approaches and methodologies in response to learning
Health and safety (for self) <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager Community Engagement	✓	✓	✓	✓		✓
	Principal Advisor, Community Engagement	✓	✓		✓		
	OEC Community Engagement team members	✓	✓	✓		✓	
	OEC team members	✓	✓	✓	✓		
	DIA Business Groups, especially Community Operations, Policy Group, and Communications		✓		✓		
External	Office of the Minister for Ethnic Communities	✓			✓		
	Ethnic community leaders, organisations, and community members	✓	✓	✓	✓		
	Government agencies (central and local) working directly with ethnic communities, or who have an interest in ethnic diversity	✓	✓	✓	✓		
	Non-government organisations working directly with ethnic communities, or who have an interest in ethnic diversity	✓	✓	✓	✓		
	Community engagement practitioners and other professional colleagues		✓	✓			

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Successful track record of forming partnerships of value and effective working relationships with others, including those with diverse cultures, values or priorities • Experience in influencing ethnic groups, government agencies and/or private sector organisations • Demonstrated experience working constructively at the interface between community and government through community engagement • Experience in capability building, including through mentoring and coaching others • Established credibility in the ethnic community and ability to represent OEC in a range of external forums <p>Knowledge:</p> <ul style="list-style-type: none"> • Robust understanding of community engagement principles and best practice models, and a strong commitment to the professional discipline of community engagement • A strong knowledge base relating to diversity and inclusion, and social cohesion matters generally and a good knowledge of the specific issues confronting ethnic community groups in New Zealand • Very good understanding of the political process and the role of public service agencies • A commitment to the overall goals and objectives of the New Zealand public service, including partnership with Maori in the context of the Treaty of Waitangi • A good understanding of the policy development process particularly community or population-based advice • Understanding of project management disciplines and methodologies is desirable <p>Skills:</p> <ul style="list-style-type: none"> • Excellent relationship management skills, including the ability to relate to and gain the confidence of diverse stakeholders

Your success profile for this role	What you will bring specifically
	<p>(e.g. ethnic community members and organisations as well as local and central government agencies, and others working in the diversity and inclusion field)</p> <ul style="list-style-type: none">• Excellent inter-cultural communication skills, oral and written• Ability to identify trends, discern key messages and communicate diverse viewpoints in a way that is usable and useful in multiple contexts (e.g. in a policy context, as well as in community engagement contexts)• Strong self-management and organisation skills, including ability to prioritise workload according to strategic priority and likely impact• Good mentoring skills – able to mentor and develop more junior staff <p>Other requirements:</p> <ul style="list-style-type: none">• University degree, or equivalent experience relevant to this role

Released under the Official Information Act 1982

Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Senior Policy Analyst

Office of Ethnic Communities

The Office of Ethnic Communities is the principal advisor to the Government on ethnic diversity related matters. We seek to support the needs and aspirations of ethnically diverse communities throughout Aotearoa New Zealand and, play a key role in ensuring views are represented in the development of policy and operational initiatives across the public sector.

As a Senior Policy Analyst, you will lead on a range of complex and important policy developments and ministerial requirements across the Office of Ethnic Communities (OEC), the Department of Internal Affairs, Government Ministers and other key stakeholders.

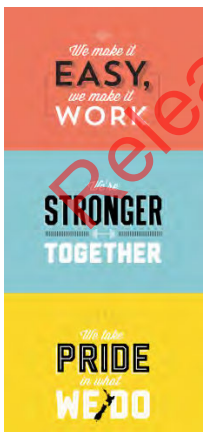
- **Reporting to:** Applied Policy Manager, OEC
- **Location:** Wellington
- **Salary range:** Policy - Band I

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Te Tari Taiwhenua
Internal Affairs

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Policy Advice & Ministerial Support</p> <ul style="list-style-type: none"> • Work independently on significant or multiple pieces of verbal and written policy advice, which supports decision-making by Ministers on government policy matters • Provide policy advice that is informed by a sound understanding of the policy process, rigorous analysis, effective quality assurance and a wide cross-sectoral focus consistent with Public Service best practice • Draft timely and high quality responses to any Ministerial support requests, to ensure Ministers meet their accountabilities to Parliament and the public • Make sound judgements on controversial or critical issues using the best available business data and information • Effectively lead the completion of policy work across teams, and develop the policy analysis capabilities of others • Contribute to the Department effectively discharging its policy leadership and stewardship obligations • Provide input into the development and maintenance of policy best practice systems, documentation and quality assurance processes 	<ul style="list-style-type: none"> • Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices • High quality, influential policy advice is provided to Ministers • Decisions / judgements are made based on accurate and high quality research and documentation • The Policy Group quality assurance processes are well understood and consistently followed by Policy Group staff • The Policy Group has documented analytical frameworks that it promotes across the Department's branches • The Policy Group is agile, innovative and responsive to changes in priorities and developments in quality policy advice and service delivery best practice guidance
<p>Managing Projects</p> <ul style="list-style-type: none"> • Scope large and complex pieces of policy work independently from end to end, and through this process, assist other policy project team members to determine how their skills could be best used across the project • Effectively manage policy projects including developing a timeline, key milestones, consultation processes, risk analysis, and identifying and managing resourcing requirements • Identify and consult with key stakeholders to ensure strategies are developed to gain buy-in and commitment to desired outcomes • Provide accurate reporting on the current status of work; evaluate the outcome of the work; develop (with support from others if required) a culture of continuous improvement; and deliver in accordance with agreed timelines and quality standards • Undertake project review and evaluation 	<ul style="list-style-type: none"> • Staff will have a clear line of sight between their work and the direction of the team, Directorate and the wider Policy Group • Risks to delivery of agreed work objectives are spotted early and managed appropriately • Outputs are delivered on time, within budget and to agreed quality standards • The Policy Manager, Policy Services/ Manager, Ministerial Advice are kept informed of progress

What you will do to contribute	As a result we will see
<p>Work Practices</p> <ul style="list-style-type: none"> • Produce high quality policy advice in accordance with the Policy Group quality standards and within agreed timelines • Ensure accurate data is captured into the time recording system, and any other systems such as the Ministerial and Cabinet databases • Represent the Policy Group by participating in organisation wide initiatives 	<ul style="list-style-type: none"> • The analysis of allocated policy work is clearly aligned to the direction set for the Policy Group, the Department's Priorities and Focus Areas and is future focused • All the Department's corporate policies and processes are complied with • Accurate communication and information is passed at all times in a professional manner • The Policy Manager, Policy Services / Manager, Ministerial Advice is kept informed of emerging issues
<p>Coaching Others</p> <ul style="list-style-type: none"> • Provide direction on the strategic content, approach and engagement with key stakeholders to less experienced Policy Analysts • When required, review draft pieces of work and provide feedback to Policy Analysts 	<ul style="list-style-type: none"> • Less experienced Policy Group staff are provided with direction and support where required • The sharing of information, experience, knowledge and ideas is encouraged
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • Health and safety guidelines are followed

Released under the Official Information Act 1982

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager – Applied Policy, OEC	✓	✓	✓	✓		✓
	OEC Executive Director and Leadership Team	✓	✓	✓	✓		✓
	OEC Policy Analysts/Graduate Policy Analysts	✓	✓	✓	✓	✓	✓
	Customers of the Department’s policy advice	✓	✓	✓	✓		✓
	Other colleagues at the Office of Ethnic Communities	✓	✓	✓	✓		✓
External	Cabinet Committees and Select Committees of Parliament	✓	✓	✓			✓
	The Department of the Prime Minister and Cabinet and The Treasury	✓	✓	✓	✓		✓
	Policy branches of departments, Crown entities and agencies whose responsibilities relate to the work of the Policy Group	✓	✓	✓	✓		✓
	Community organisations and iwi	✓	✓	✓	✓		
	Sector organisations and public interest groups which have an interest in our policy responsibilities	✓	✓	✓	✓		
	Agencies of foreign governments with similar responsibilities	✓	✓	✓	✓		
	Professional bodies relating to policy advice and other skills in the group	✓	✓	✓	✓		
Academic institutions	✓	✓	✓	✓			

Your delegations

Human Resources and financial delegations | Level Z

Direct reports | Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience producing high quality written work in either a professional or academic context. • Experience working with a range of people to achieve results. • Experience in policy analysis and advice. • Experience in Ministerial correspondence and working with Ministers, Ministers offices and/or Select Committees. • Proven success working to timelines and juggling multiple tasks. <p>Knowledge:</p> <ul style="list-style-type: none"> • Awareness and knowledge of the political process, the role of public servants, and the machinery of government. • A thorough knowledge of government and policy processes, principles of policy development, and the role of a public servant. • Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters. • An understanding of the broader strategic context for policy development, including the Government's overall desired outcomes and goals for New Zealand. <p>Skills:</p> <ul style="list-style-type: none"> • Good analysis and research skills. • Ability to undertake routine analytical tasks independently and pick up new issues and areas of policy work with relative ease. • Excellent written communication skills, with strengths in succinct, plain English writing. • Excellent communication and relationship management skills. • An eye for accuracy and detail. • Ability to work under pressure, juggle multiple assignments, and deliver to deadlines. <p>Other requirements:</p> <ul style="list-style-type: none"> • A University Degree.

Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Senior Communications Advisor

Communications Group, Organisational Capability and Services Branch

The Senior Communications Advisor is responsible for developing a deep understanding and knowledge of the business and operations of the branch/portfolio, including its strategic plans and objectives, in order to provide communications advice and to develop and deliver communications plans and activities that support achievement of business objectives.

- **Reporting to:** Communications Manager
- **Location:** Wellington
- **Salary range:** Corporate H

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



What you will do to contribute	As a result we will see
<p>Communications planning and reporting</p> <ul style="list-style-type: none"> • Develop and maintain a deep understanding of the business of the branch / portfolio in order to develop and deliver business-aligned communications plans, programmes and activities. • Develop communications plans that clearly identify and outline objectives, risks, mitigants, key messages, and plans for engaging with both internal and external audiences. • Maintain an overview of, and actively contribute to, an integrated approach to communications for the Department's functional responsibility areas e.g., AoG, that cut across branch / portfolios. 	<ul style="list-style-type: none"> • Development and delivery of business-aligned communications plans that support achievement of strategic business objectives and outcomes. • Communications activity that is well planned, measurable and informed by business and audience needs. • A consistent and coherent approach to communications planning and activity for functional areas.
<p>Advice and delivery</p> <ul style="list-style-type: none"> • Provide advice on how to best utilise integrated communications and communications channels to deliver against business objectives. • Provide leadership for and project manage communications initiatives and programmes to support delivery of business programmes and outcomes. • Proactively manage the media and provide advice on media engagement in order to protect and enhance the department's reputation. • Manage and develop strategic communications content that contributes to both branch and DIA-wide communications and channels. • Provide quality assurance and advice on the development of business content communications. • Ensure branch / portfolio communications activity is consistent with departmental communication and brand policies, standards and expectations. 	<ul style="list-style-type: none"> • Business receives timely and quality advice on how best to use communications to deliver against its business objectives. • The communications activity of the branch / portfolio including initiatives and projects are proactively managed and delivered. • DIA is effectively represented in the media. • Development of high quality strategic communications content. • Business managers and staff are supported to self-serve for the development of business content communications.

What you will do to contribute	As a result we will see
<p>Stakeholder management and coaching</p> <ul style="list-style-type: none"> Develop and maintain effective working relationships with senior management and staff. Manage effective engagement and relationships with media relevant to the branch / portfolio. Work with Capability and Channels team to coach and develop communications skills across business managers and staff. Develop and maintain strong working relationships other agencies' communications teams as required to order to deliver integrated multi-agency communications. 	<ul style="list-style-type: none"> Communications is seen as a trusted and valued partner and advisor to the business. Communications advice is sought out, taken on board and acted on by the business. Effective relationships are established and maintained with the media that enable DIA to proactively manage its reputation in the media. DIA Communications is seen as responsive and supportive of a system-wide approach to communications.
<p>Team work</p> <ul style="list-style-type: none"> Work effectively with peers across the Corporate Centre to identify connections between branches and portfolios in order to maximise opportunities for a joined up approach to communications and Organisational Capability and Services across DIA. Provide leadership to, and support the development of, Communications Advisors by proactively sharing knowledge and providing advice. 	<ul style="list-style-type: none"> Collaboration with Communications team members and colleagues in Organisational Capability and Services and the Corporate Centre to deliver seamless and joined up services to the business. Communications Advisors are supported and developed to take on more challenging work.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm. Report all incidents and hazards promptly. Know what to do in the event of an emergency. Cooperate in implementing return to work plans. 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Director Communications		✓		✓		✓
	Communications Leadership team	✓	✓		✓		✓
	Communications teams members	✓	✓	✓	✓		✓
	Branch / Portfolio DCE and senior leadership team	✓	✓	✓	✓		
	Branch / Portfolio managers and staff	✓	✓	✓	✓		✓
External	External Media	✓	✓	✓	✓		✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Sector Interest Groups		✓	✓	✓		
	Ministers offices	✓			✓		

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Prior experience in developing and executing business-aligned communications strategies and plans • Proven experience in managing and influencing senior stakeholders, both internal and external • Prior experience in engaging with media and social media <p>Knowledge:</p> <ul style="list-style-type: none"> • Strong knowledge of communications principles and frameworks • An understanding of government structures and processes <p>Skills:</p> <ul style="list-style-type: none"> • The ability to develop a deep understanding of the business and its operating context • The ability to think critically and strategically about issues and develop fit for purpose solutions • The ability interpret data to understand audience needs and tailor the communications approach accordingly • The ability to work at all levels of organisations and to relate to and gain the confidence of stakeholders • Well developed influencing and negotiations skills • Strong planning and organisational management skills • The ability to coach others to communicate effectively in public forums and with stakeholders • Proven oral and written communication skills <p>Other requirements:</p>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li data-bbox="820 215 1326 300">• A relevant tertiary qualification or equivalent professional experience

Released under the Official Information Act 1982

Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Planning & Reporting Advisor

Office of Ethnic Communities, Policy, Regulation and Communities

The Planning & Reporting Advisor has a key role being an OEC champion for excellence in business systems, processes, and process improvement, and instilling these disciplines as a norm across the Office. The advisor also works across OEC and with DIA corporate colleagues to support all managers with meeting planning and reporting accountabilities, and manages the administrative interface with the Minister's office

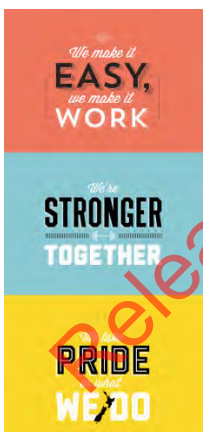
- **Reporting to:** Manager – Planning, Systems & Services
- **Location:** Wellington
- **Salary range:** Delivery – Band G

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Planning & Reporting</p> <ul style="list-style-type: none"> • Be an OEC champion for planning and reporting • Provide the key interface with PRC BDS and DIA corporate functions on all matters relating to business planning and corporate reporting requirements • Coordinate input from across the Office for regular reporting products (such as Monthly and Quarterly Reports, Status Reports) and be responsible for finalising OEC content for Manager sign off • Track and monitor the flow of correspondence between OEC and the Minister's office • Maintain and update OEC corporate and management information (risk registers, financial and HR information) • Proactively work with the Manager Planning, Systems and Services and the OEC Management Team to ensure that business planning activities are scheduled, supported and delivered at appropriate times in the business cycle • Provide advice to the Manager Planning, Systems and Services and to the Management Team on opportunities to improve OEC's systems and quality relating to planning and reporting 	<ul style="list-style-type: none"> • The Planning & Reporting Advisor is a valued source of advice and expertise by the OEC leadership team and team members • OEC meets all planning and reporting obligations and uses these accountability process to support business transparency, best practice and development • Productive relationships across OEC and with DIA corporate colleagues that support high quality planning and reporting deliverables and processes • Smooth transactions between OEC and the Minister's office, and open lines of communication to support this • Timely and robust management support information for the OEC leadership team
<p>Business support and process improvement</p> <ul style="list-style-type: none"> • Be an OEC champion for business support methodologies and business process improvement • Work closely with others (DIA corporate colleagues or any occasional external resource) to establish whole of Office systems and processes to support transparency and efficiency and timely delivery of all work programme items • Take a lead role in centralised oversight of key OEC systems (for example, the project proposal and scoping templates and commissioning processes), and support OEC managers in monitoring progress • Provide project management thought leadership for the Office • Provide advice to the Manager Planning, Systems and Services and to the Management Team on opportunities to improve OEC's business systems and processes 	<ul style="list-style-type: none"> • The Planning & Reporting Advisor is a valued source of advice on business process, and improvements and has strong corporate networks that reinforce this view • OEC embraces a continuous improvement approach • OEC has access to DIA tools and methodologies to support business excellence, and uses these as a matter of course • OEC's project management disciplines reflect best practice • OEC has business systems that support smooth running of our operations and timely advice on our services

What you will do to contribute	As a result we will see
Health and safety (for self) <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager, Planning, Systems & Services OEC	✓	✓	✓	✓		✓
	OEC leadership team	✓	✓	✓	✓		✓
	OEC team members	✓	✓	✓	✓		
	Business Advisors in Policy Group		✓		✓		
	PRC BDS team		✓		✓		
	DIA Strategy & Governance branch		✓		✓		
External	Office of the Minister for Ethnic Communities				✓		✓
	Counterparts in other government agencies as and if required		✓		✓		
	Any external experts engaged from time to time to support OEC in business process methodologies or improvement	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Problem solving Critical thinking Interpersonal savvy Navigating complexity Communicating with influence Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> Solid planning and reporting experience within the public sector, including working with government accountability requirements and processes Experience working with project management disciplines Demonstrated success working collaboratively across functionally diverse teams toward shared goals Experience advising or working with management teams

Your success profile for this role	What you will bring specifically
	<p>Knowledge:</p> <ul style="list-style-type: none">• Proven understanding of government accountability arrangements and processes• Knowledge of business processes, and a commitment to business process improvement• Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters <p>Skills:</p> <ul style="list-style-type: none">• Strong organisation, analysis and planning skills• High quality, concise writing skills• Good communication and relationship management skills• Innovation and creative thinking skills• Focus on outcomes and drive for results <p>Other requirements:</p> <ul style="list-style-type: none">• University Degree• Project Management certifications or qualifications would be useful, but not essential

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Project Adviser – Ethnic Communities Graduate Programme, Office of Ethnic Communities

The Project Adviser will support the development and implementation of the Ethnic Communities Graduate Programme across the public sector, with the Office of Ethnic Communities (within DIA) being the lead agency. This Programme will place talented graduates into the Public Service for an 18-month period, with the aim of breaking down barriers that exist for people from ethnic communities to enter and progress within the Public Service and improving diversity and inclusion in the Public Service. The Project Adviser will work closely with the Project Manager to establish a successful Programme.

- **Reporting to:** Manager Applied Policy
- **Location:** Wellington
- **Salary range:** Corporate G

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Te Tari Taiwhenua
Internal Affairs

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p>Graduate Programme development and management</p> <ul style="list-style-type: none"> Support the Project Manager to develop and lead the Ethnic Communities Graduate Programme Support reporting and direction setting of the Programme through the appropriate governance mechanisms Support the Programme effectively through the cycles of onboarding, rotations and off boarding including planning, risk management, budget management, and monitoring performance Draw on the learning and best practice from government graduate programmes in other parts of the Public Service, and graduate/participating agency feedback to evolve and further develop the Programme. 	<ul style="list-style-type: none"> Programme documentation and resources are developed and maintained Participating agencies provide timely feedback and understand how their input has been considered Participating agencies understand objectives, actions and what is required of them Progress is monitored and reported on. Action is taken to resolve any issues The Programme has management, monitoring, and decision-making structures, including

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> • Ensure the Programme is sustainable by building in resilience through engagement and ownership across other agencies • Develop, document and maintain Programme processes and resources to enable business continuity • Development of a process to evaluate and enable feedback on the effectiveness of the Programme 	<p>governance overview</p> <ul style="list-style-type: none"> • Delivery of Programme cycles are completed on time and are within budget • Risks are mitigated and opportunities are identified
<p>Graduate cohort recruitment and onboarding</p> <ul style="list-style-type: none"> • Advertise and proactively promote the Programme across various targeted channels using available OEC and external resources as required • Assist in developing entry criteria and leading the assessment process • Contribute towards decision-making with participating agencies to achieve the best match between graduates and target roles • Advise on the offer and onboarding process for graduates in tandem with participating agencies 	<ul style="list-style-type: none"> • Graduate cohort meets the criteria for acceptance in terms of qualifications, career goals and personal attributes • Graduates are clear on objectives, Programme offerings and what is required of them • Positive feedback from participating agencies on the Programme
<p>People leadership and capability development</p> <ul style="list-style-type: none"> • Support the provision of 'pastoral care' to the graduate cohort with individual and group sessions with graduates to identify issues and needs, monitor process and get feedback on the Programme • Support problem-solving between graduates and agencies where required • Develop tools and resources to support consistency in identifying and developing graduate capability and performance that will meet the needs of graduates and those of participating agencies • Support career pathways and capability/performance targets for each graduate across participating agencies that matches their area of expertise, strengths, and career goals • Support agencies in mentoring and coaching participants, focusing on both performance and capability development 	<ul style="list-style-type: none"> • Graduate capabilities and performance are assessed on a regular basis and incremental improvements are shown in line with target expectations • Agencies actively manage performance development, coaching and mentoring as per the MOU • Regular support provided to Graduates • Graduate cohort have positive feedback on the Programme • Maximise retention of the graduate cohort within the public sector • Any issues are effectively resolved
<p>Engagement with participating agencies</p> <ul style="list-style-type: none"> • Support and advise on engagement processes with participating (and potential participant) 	<ul style="list-style-type: none"> • Stakeholders have a clear and positive perception of the Programme

What you will do to contribute	As a result we will see
<p>agencies to:</p> <ul style="list-style-type: none"> • develop clarity on expectations; • define the experiences agencies will provide for participants; • build inter-agency relationships to enable effective integration and co-ordination of activities; • promote opportunities <ul style="list-style-type: none"> • Communicate needs, plans, progress and outcomes of the work programme in an accessible way to a range of audiences • Identify and work closely with owners for the Programme in each participating agency • Develop/maintain documentation with participating agencies which clearly outlines roles and expectations including MOUs and secondment agreements 	<ul style="list-style-type: none"> • Deliverables are achieved through cooperation and effective communication with key stakeholders • Productive relationships and networks are built and maintained both internally & externally • Positive feedback from participating agencies
<p>Health and safety</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • Health and safety considerations for graduates in other agencies are fully considered and guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Graduate cohort	✓	✓	✓	✓		✓
	Manager – Applied Policy, OEC	✓	✓	✓	✓		✓
	OEC Leadership Team	✓	✓	✓	✓		✓
	Human Resources and Culture and Capability		✓		✓		
	OEC Communications advisers		✓		✓		
	Project Manager	✓	✓	✓	✓		✓
External	Participating agencies	✓	✓	✓	✓		✓
	Other parts of government overseeing progress	✓	✓	✓	✓		✓
	L&D / training suppliers		✓		✓		

Your delegations as a manager	
Human Resources and financial delegations	Level Z

Your delegations as a manager

Direct reports

None

Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Specialist](#).

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

What you will bring specifically

Experience:

- Experience establishing and managing graduate programmes in the Public Service;
- Intermediate experience in working on cross-agency projects
- Experience in developing and implementing communications plans
- Experienced in commissioning solutions and managing vendors against results

Knowledge:

- Well-developed understanding of ethnic communities, job capabilities, workforce issues and dynamics and career pathways
- Current and in-depth understanding of competency, career development and performance management frameworks
- Understanding of public sector organisations and the HR processes in that context

Skills:

- Proven ability to influence a range of stakeholders
- Project management skills
- Personal and professional credibility to build effective relationships with managers and HR professionals across participating agencies
- Strong communication skills, particularly presentation skills and interaction with large groups
- Coaching and mentoring skills, ability to provide personal guidance and support

Other requirements:

- A tertiary level qualification or equivalent level of experience

What you will do to contribute	As a result we will see
<p>Services delivery and support, development and advice</p> <ul style="list-style-type: none"> • Provide advice on the operations of OEC’s service lines including: Language Line; Ethnic Communities Development Fund, Nominations Service, Intercultural Competency training (ICE) • Working with colleagues and the Senior Services Advisor, plan and deliver operational services as required for each service line • Provide back up support as required for other Services Advisors and the Planning and Reporting Advisor • Provide support for Parliamentary, or other ethnic communities portfolio priority events as required • Provide web and IT support for OEC, through uploading content and maintaining the OEC website and social media presence • Liaise with OEC managers and team members to coordinate content for the OEC newsletter, and provide other support to the Senior Community Engagement Advisor [Communications] as required • Manage key relationships to support successful OEC service delivery, and web presence 	<ul style="list-style-type: none"> • The Services Advisor is a trusted and valued OEC team member • OEC’s services run smoothly within current service parameters • OEC’s web and social media presence is maintained in accordance with OEC’s communications strategy and plan • Relationships with service partners and other stakeholders are positive and support efficient delivery and impact of OEC services • Customers receiving OEC’s services report high levels of satisfaction
<p>Services development and service improvements</p> <ul style="list-style-type: none"> • Identify service improvements, and work with the Senior Services Advisor to design a programme of improvements • Deliver service improvement initiatives • Identify and manage relationships with key stakeholders in OEC, DIA, across the public sector, and in the diversity services sector that will support OEC service improvement 	<ul style="list-style-type: none"> • OEC embraces a continuous improvement approach • Service improvements are actively identified, developed, and implemented • Relationships with service partners and other stakeholders are positive and support improved delivery and impact of OEC services
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager, Planning, Systems & Services OEC	✓					✓
	Senior Services Advisor	✓	✓		✓		✓
	Senior Community Engagement Advisor	✓	✓		✓		✓
	OEC team members	✓	✓	✓	✓		
	Other DIA business groups, particularly Community Operations, and Corporate groups	✓	✓	✓	✓		✓
External	Other government agencies with an interest or stake in OEC's services		✓	✓	✓		
	Externally contracted service providers		✓	✓		✓	
	Ethnic community members, stakeholders, and organisations	✓	✓	✓	✓		

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	Nil

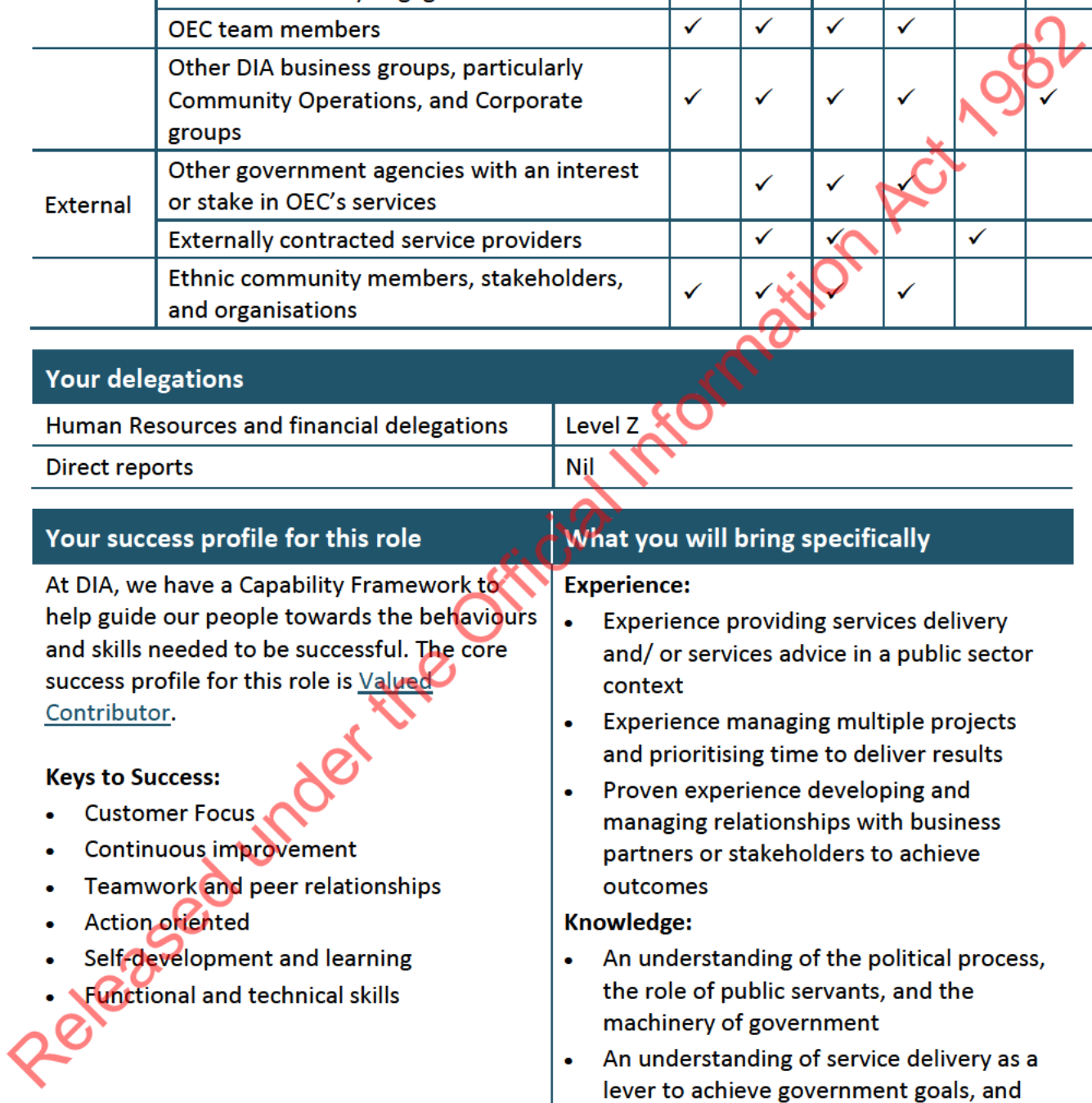
Your success profile for this role

At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Valued Contributor](#).

- Keys to Success:**
- Customer Focus
 - Continuous improvement
 - Teamwork and peer relationships
 - Action oriented
 - Self-development and learning
 - Functional and technical skills

What you will bring specifically

- Experience:**
- Experience providing services delivery and/ or services advice in a public sector context
 - Experience managing multiple projects and prioritising time to deliver results
 - Proven experience developing and managing relationships with business partners or stakeholders to achieve outcomes
- Knowledge:**
- An understanding of the political process, the role of public servants, and the machinery of government
 - An understanding of service delivery as a lever to achieve government goals, and the importance of the government drive to deliver better public services
 - Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters
- Skills:**



Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Good business analysis, planning and organisation skills• Operational services and service delivery skills and experience• Good communication skills• Excellent relationship management skills, including an ability to work effectively with diverse stakeholders, and achieve outcomes• Competence across Microsoft Office programmes <p>Other requirements:</p> <ul style="list-style-type: none">• Knowledge of online and web management technical and content requirements would be desirable

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Diversity & Engagement Advisor

Office of Ethnic Communities, Community Engagement

The Diversity & Engagement Advisors are diversity experts and on the ground community engagement specialists. The Advisors implement OEC's community engagement strategy and programme, which underpin and support the operating model and all four focus areas. Advisors contribute community intelligence to OEC's policy development and service delivery, and are an important conduit for engagement and consultation with communities on policy and services matters.

- **Reporting to:** Manager – Community Engagement
- **Location:** Northern / Central / Southern
- **Salary range:** Delivery - Band G

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better



We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Community engagement and advice</p> <ul style="list-style-type: none"> • Give effect to the OEC Community Engagement strategy and programme • Apply OEC’s community engagement best practice principles and methodologies to all engagements • Build and maintain up to date expert knowledge of ethnic community groups in your region and nationally, with your knowledge reflecting community and demographic change • Proactively maintain up to date awareness of the political, economic and social impacts and opportunities relating to ethnic diversity in New Zealand • Identify the needs and issues of ethnic communities in your region and provide advice to the Manager Community Engagement on these needs and potential responses • Identify emerging critical issues related to ethnic diversity and social cohesion by listening and interpreting needs from stakeholders – and advise the Manager Community Engagement on associated risks and opportunities for OEC • Advise OEC and other government colleagues on the cultural protocols for ethnic communities in your region, as required • Attend Ministerial events in the community, as required 	<ul style="list-style-type: none"> • OEC’s community engagement strategy and programme are implemented consistently across New Zealand, underpin and support achievement of the operating model intent and four focus areas • Advisors can clearly articulate the community engagement model and principles they are using in their work • Advisors are a recognised source of up to date expertise on New Zealand’s ethnic communities, and prioritise continuous learning • OEC is targeting its community engagement in a disciplined manner, and works with others to achieve outcomes • The Minister is well supported and satisfied with OEC’s ‘on the ground’ support for community events

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Informing, advising and consulting on Policy and Services</p> <ul style="list-style-type: none"> • Work closely with Senior Diversity & Engagement Advisors and Policy & Research colleagues to ensure that OEC policy advice draws off a strong community evidence base • Ensure that the intelligence from all community engagement activity is recorded/captured and available to inform policy advice or other OEC activity • Provide information on the needs, views and issues of ethnic communities for the purposes of informing policy advice or Ministerial briefings • Support engagement and consultation with ethnic communities and ethnic community leaders on policy issues and proposals • Maintain an awareness of, and take an active interest in, the policy advice being provided by OEC • Work closely with Senior Diversity & Engagement Advisors and Senior/ Service Advisor colleagues to provide expert advice and community input and views into current or possible future OEC services • Contribute to the 'on the ground' expertise for any community engagement or consultation relating to OEC current or future services • Work with OEC's Stakeholder Engagement Advisor to identify the best mechanisms and channels for engaging with ethnic communities or other key stakeholders in your region 	<ul style="list-style-type: none"> • OEC's policy development and policy advice are richly informed by community intelligence and perspectives • OEC's services development and delivery are informed by community intelligence and perspectives • OEC has consistent systems and approaches for capturing and reflecting community views into policy and services • Ethnic communities are provided meaningful opportunities to engage with policy issues and contribute views • Advisors are a valued resource and link into communities for OEC and for other policy practitioners • OEC's engagement and communications with ethnic communities and stakeholders are targeted, appropriate and impactful
<p>Relationship Management</p> <ul style="list-style-type: none"> • Developing an extensive range of networks and relationships both internally and externally and across a multiple sectors • Utilise inter and cross-cultural expertise to develop and maintain strong strategic relationships with ethnic leaders, community representatives and organisations, including ethnic media • Build strong and effective relationships with key government agencies in your region • Participate in key cross sector working groups and seek opportunities for collaboration where appropriate. • Respond to emerging issues and mitigate risks to social cohesion through leveraging relationships 	<ul style="list-style-type: none"> • Strong relationships that support the credibility and impact of OEC's community engagement function • Strong relationships that provide a robust platform for community engagement • Strong relationships that enable OEC to continually add value to the quality of advice to government and to public services

What you will do to contribute	As a result we will see
Project Management <ul style="list-style-type: none"> Contribute to complex or large projects Lead smaller or less complex projects that deliver on OEC's strategic priorities and community engagement programme Ensure projects have approvals, scopes, reporting and evaluation in line with OEC methodology, and seek advice from the Planning and Reporting Advisor as required 	<ul style="list-style-type: none"> OEC projects are delivered successfully in line with OEC project methodology OEC continues to strengthen and refine its project approaches and methodologies in response to learning
Health and safety (for self) <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager Community Engagement	✓	✓	✓	✓		✓
	Senior Diversity & Engagement Advisors	✓	✓		✓		
	OEC team members	✓	✓	✓	✓		
	DIA Business Groups, especially Community Operations, Policy Group, and Communications		✓		✓		
External	Office of the Minister for Ethnic Communities	✓			✓		
	Ethnic community leaders, organisations, and community members	✓	✓	✓	✓		
	Government agencies (central and local) working directly with ethnic communities, or who have an interest in ethnic diversity	✓	✓	✓	✓		
	Non-government organisations working directly with ethnic communities, or who have an interest in ethnic diversity	✓	✓	✓	✓		
	Community engagement practitioners and other professional colleagues		✓	✓			

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Successful track record of forming partnerships of value and effective working relationships with others, including those with diverse cultures, values or priorities • Experience in influencing ethnic groups, government agencies and/or private sector organisations • Experience working in a government context and with community groups • Established credibility in the ethnic community, and/or and ability to build this credibility <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of community engagement principles and best practice models, and a commitment to ongoing professional learning • A good knowledge base relating to diversity and inclusion, and social cohesion matters generally and a knowledge of the specific issues confronting ethnic community groups in New Zealand • Understanding of the political process and the role of public service agencies • A commitment to the overall goals and objectives of the New Zealand public service, including partnership with Maori in the context of the Treaty of Waitangi • An understanding of the policy development process particularly community or population-based advice • Understanding of project management disciplines and methodologies is desirable <p>Skills:</p> <ul style="list-style-type: none"> • Strong relationship management skills, including the ability to relate to and gain the confidence of diverse stakeholders (e.g. ethnic community members and organisations as well as local and central government agencies, and others working in the diversity and inclusion field) • Very good inter-cultural communication skills, oral and written

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Ability to identify trends, discern key messages and communicate diverse viewpoints in a way that is usable and useful in multiple contexts (e.g. in a policy context, as well as in community engagement contexts)• Good organisation skills, including ability to prioritise workload according to strategic priority and likely impact <p>Other requirements:</p> <ul style="list-style-type: none">• University degree, or equivalent experience relevant to this role

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Policy Analyst

Applied Policy, Office of Ethnic Communities

The Office of Ethnic Communities is the principal advisor to the Government on ethnic diversity related matters. We seek to support the needs and aspirations of ethnically diverse communities throughout Aotearoa New Zealand and, play a key role in ensuring views are represented in the development of policy and operational initiatives across the public sector.

As a Policy Analyst, you will provide analytics, advice and information on policy and legislative developments to managers within the Office of Ethnic Communities (OEC), the Department of Internal Affairs, Government Ministers and other key stakeholders. You will also lead the OEC's response or, contribute, to a range of policy projects and ministerial requirements.

- **Reporting to:** Applied Policy Manager
- **Location:** Wellington
- **Salary range:** Policy - Band G

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles

We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other



Te Tari Taiwhenua
Internal Affairs



We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p>Policy analysis and advice</p> <ul style="list-style-type: none">• Contribute to high quality, evaluative thinking and evidence informed policy analysis and advice as determined by work programmes and allocated project team responsibilities.• Take responsibility for policy briefings or advice working under the guidance of senior team members.• Undertake research and analysis as required to support work programmes and allocated project team responsibilities.• Maintain an awareness of issues that may impact on work programme and the work of the Office of Ethnic Communities.• Contribute to reporting requirements as required.• Contribute to the legislative and Select Committee processes by analysing submissions, preparing responses to Select Committee questions, and drafting instructions for legislation as required.	<ul style="list-style-type: none">• High quality evidenced based policy advice.• The application of analysis and problem-solving skills to allocated tasks.• A willingness to learn – to ask questions and respond to feedback.• An interest, and growing knowledge of matters related to ethnic diversity and inclusion.

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Ministerial Writing and Coordination</p> <ul style="list-style-type: none"> • Draft quality responses to Ministerial correspondence, Parliamentary questions, Official Information Act requests, Ombudsmen enquiries, Select Committee questions, Briefings. • Ensure that all briefings, correspondence, speech notes reflect the 'voice' and preferences of the Minister. • Liaise with OEC managers, advisors, and senior/policy analysts to determine an approach and source content for written drafts. • Liaise with OEC office support staff to ensure appropriate logging and tracking of responses • Liaise with the Office of the Minister for Diversity, Inclusion and Ethnic Communities. • Plan workload and manage processes to ensure administrative requirements, sign off timings and delivery deadlines are met. • Actively manage own work and keep Manager informed of progress. • Undertake research and analysis as required to complete work programme and maintain an awareness of issues that may impact on Ministerial servicing and the work of OEC. • Track media engagement or speeches made by the Minister for Diversity, Inclusion and Ethnic Communities and alert the Applied Policy Manager to any issues of interest or concern relating to the Ethnic Communities portfolio. 	<ul style="list-style-type: none"> • High quality Ministerial servicing, delivered with up to date accurate information, using standard processes and procedures. • Timely delivery of advice including delivery of written material to manager. • Strong and productive relationships with team members and managers across OEC. • Smooth and clear communication flows with the Minister's office.
<p>Work Practices</p> <ul style="list-style-type: none"> • Communicate with others about the specific piece of policy advice you are working on, and its connections with the wider work programme. • Developing timelines, key milestones, consultation processes, risk analysis, and resourcing requirements and providing accurate reporting on the current status of work and evaluating the outcome. 	<ul style="list-style-type: none"> • Manage and contribute to multiple pieces of policy work underway at once. • Successfully implement project management methodology, with templates and reporting structures to stay on track.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm. • Report all incidents and hazards promptly. • Know what to do in the event of an emergency. • Cooperate in implementing return to work plans. 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Applied Policy Manager	✓			✓		✓
	OEC team members	✓	✓		✓		
	Other DIA business groups, especially Policy Group and Communications	✓	✓		✓		
External	Office of the Minister for Diversity, Inclusion and Ethnic Communities	✓		✓	✓		✓
	Ethnic community organisations and members – as required		✓				

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience producing high quality written work in either a professional or academic context. • Experience working with a range of people to achieve results. • Experience in policy analysis and advice. • Experience in Ministerial correspondence and working with Ministers, Ministers' offices and/or Select Committees. • Proven success working to timelines and juggling multiple tasks. <p>Knowledge:</p> <ul style="list-style-type: none"> • Awareness and knowledge of the political process, the role of public servants, and the machinery of government. • A thorough knowledge of government and policy processes, principles of policy development, and the role of a public servant. • Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters. • An understanding of the broader strategic context for policy development, including the Government's overall desired outcomes and goals for New Zealand.

Your success profile for this role	What you will bring specifically
	<p>Skills:</p> <ul style="list-style-type: none">• Good analysis and research skills.• Ability to undertake routine analytical tasks independently and pick up new issues and areas of policy work with relative ease.• Excellent written communication skills, with strengths in succinct, plain English writing.• Excellent communication and relationship management skills.• An eye for accuracy and detail.• Ability to work under pressure, juggle multiple assignments, and deliver to deadlines. <p>Other requirements:</p> <ul style="list-style-type: none">• A University Degree.

Released under the Official Information Act 1982

Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Graduate Analyst

Office of Ethnic Communities, Policy, Regulation and Communities

The primary purpose of Graduate Analyst role is to research, develop, and produce high quality responses to a range of Ministerial correspondence, response and briefing requests. This will require building knowledge and productive relationships across all aspects of OEC and with the Minister's office. Reflecting fluctuations in Ministerial servicing work flows, this role will also assist policy analyst functions and will support more senior team members with analysis and advice.

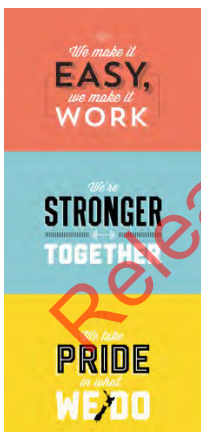
- **Reporting to:** Manager – Policy & Research
- **Location:** Wellington
- **Salary range:** Policy - Band E

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



What you will do to contribute	As a result we will see
<p>Ministerial Writing and Coordination</p> <ul style="list-style-type: none">• Draft quality responses to Ministerial correspondence, Parliamentary questions, Official Information Act requests, Ombudsmen enquiries, Select Committee questions, Briefings• Ensure that all briefings, correspondence, speech notes reflect the 'voice' and preferences of the Minister• Liaise with OEC managers, advisors, and senior/policy analysts to determine an approach and source content for written drafts• Liaise with OEC office support staff to ensure appropriate logging and tracking of responses• Liaise with the Office of the Minister for Ethnic Communities• Plan workload and manage processes to ensure administrative requirements, sign off timings and delivery deadlines are met• Actively manage own work and keep Manager informed of progress• Undertake research and analysis as required to complete work programme and maintain an awareness of issues that may impact on Ministerial servicing and the work of OEC• Track media engagement or speeches made by the Minister for Ethnic Communities and alert the Manager Policy & Research to any issues of interest or concern relating to the Ethnic Communities portfolio	<ul style="list-style-type: none">• High quality Ministerial servicing, delivered with up to date accurate information, using standard processes and procedures• Timely delivery of drafts• Strong and productive relationships with team members and managers across OEC• Smooth and clear communication flows with the Minister's office

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
Assistant Policy Advice <ul style="list-style-type: none"> Contribute to high quality, evaluative thinking and evidence informed policy analysis and advice as determined by work programmes and allocated project team responsibilities Take responsibility for some policy briefings or advice working under the guidance of senior team members Undertake research and analysis as required to support work programmes and allocated project team responsibilities Maintain an awareness of issues that may impact on work programme and the work of OEC - Contributes to reporting requirements as required 	<ul style="list-style-type: none"> High quality evidenced based policy advice The application of analysis and problem solving skills to allocated tasks A willingness to learn – to ask questions and respond to feedback An interest, and growing knowledge of matters related to ethnic diversity and inclusion
Health and safety (for self) <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager, Policy & Research	✓			✓		✓
	OEC team members	✓	✓				
	Other DIA business groups, especially Policy Group and Communications	✓	✓		✓		
External	Office of the Minister for Ethnic Communities	✓		✓	✓		✓
	Ethnic community organisations and members – as required		✓				

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Valued	Experience: <ul style="list-style-type: none"> Experience producing high quality written work in either a professional or academic context

Your success profile for this role	What you will bring specifically
<p>Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none">• Customer Focus• Continuous improvement• Teamwork and peer relationships• Action oriented• Self-development and learning• Functional and technical skills	<ul style="list-style-type: none">• Experience working with a range of people to achieve results• Proven success working to timelines and juggling multiple tasks <p>Knowledge:</p> <ul style="list-style-type: none">• Awareness and basic knowledge of the political process, the role of public servants, and the machinery of government• Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters <p>Skills:</p> <ul style="list-style-type: none">• Good analysis and research skills• Excellent written communication skills, with strengths in succinct, plain English writing• Good relationship management skills• An eye for accuracy and detail• Ability to work under pressure, juggle multiple assignments, and deliver to deadlines <p>Other requirements:</p> <ul style="list-style-type: none">• A University Degree

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Executive Assistant

Office of Ethnic Communities

This role is a key support to the Executive Director of the Office of Ethnic Communities and provides a professional, effective and efficient support service. This role will add value by ensuring the Director is well prepared for stakeholder engagements, presentations and meetings. The role will provide focused diary management, process and system development. The role requires excellent communication, interpersonal, and relationship management skills.

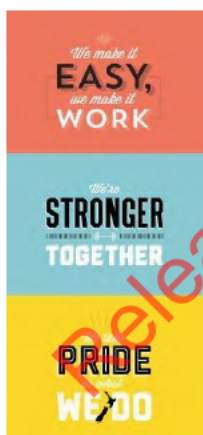
- **Reporting to:** Executive Director, Office of Ethnic Communities
- **Location:** Wellington
- **Salary range:** Business Support F

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a sage, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationship is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Executive Director Support</p> <ul style="list-style-type: none"> • Provide personal and confidential support to the Executive Director with effective diary management and the prioritisation of commitments • Prepare draft contracts and other documentation as required • Support the Executive Director's workflow requirements and ensure that relevant papers are ready ahead of meetings and there is time in the diary for review • Monitor and follow up on due dates for correspondence, report-backs and other commitments • Manage Executive Director's travel requirements as required • Prepare agenda and meeting papers for the Leadership Team meetings • Produce and disseminate minutes to meeting participants in a timely fashion and monitor completion of action points • Schedule and organise team events • Ensure effective lines of communication to CE, managers and other staff are in place 	<ul style="list-style-type: none"> • The Executive Director is able to focus on being effective and efficient in their core roles • The Executive Director's needs are anticipated, and their diary is accurate and up-to-date • The Executive Director is provided with the correct meeting papers and feels well prepared for meetings • Deadlines for papers and correspondence are met • the Executive Director's time is used effectively • Leadership teams are well organised and efficient, with clear action points recorded and monitored • Relationships with support services in other branches across DIA are strong
<p>Organisation and Management Support</p> <ul style="list-style-type: none"> • Facilitate the prompt and timely dissemination of critical information to OEC staff and stakeholders as required • Provide professional liaison with Minister's office as required • Build and maintain effective relationships with the team, department staff and key stakeholders • continuous improvement of workflow systems and processes to support the effective use of staff time 	<ul style="list-style-type: none"> • Effective, timely and proactive organisational support is provided to the Executive Director and the Leadership Team • An effective relationship with the Minister's Office • A well organised office • There are efficient and effective administrative systems and processes • Effective working relationships with all key stakeholders

<ul style="list-style-type: none"> Maintain both paper based and electronic filing systems 	
<p>Documentation</p> <ul style="list-style-type: none"> Provide word processing and document preparation support to the Executive Director Prepare and format documents, presentations, spreadsheets, briefings and Ministerial correspondence to agreed standard as required Ensure documentation is filed appropriately and in accordance with departmental standards in the department's document management system 	<ul style="list-style-type: none"> Documentation is prepared to agreed standards in an accurate and timely manner All documents filed correctly and can be readily accessed when required The Office looks to you for expert advice and support on the management of, and access to, OEC and DIA documents
<p>Financial Administration</p> <ul style="list-style-type: none"> Process all invoices for the Executive Director, by checking invoices, coding and arranging for appropriate signoff. Reconcile P-Card Forward invoices to Finance within agreed timeframes Complete monthly accruals Compile reimbursement claims for Executive Director 	<ul style="list-style-type: none"> Payments are processed according to Departmental process, delegations and policy Invoices are received by Finance within agreed timeframes and suppliers are paid on time The Office looks to you to provide expert advice and support in financial administration
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Take responsibility for keeping self free from harm Follow safe working procedures Report incidents and hazards promptly and suggest remedies where appropriate Know what to do in the event of an emergency Co-operate in implementing rehabilitation plan 	<ul style="list-style-type: none"> Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Executive Director	✓		✓			✓
	OEC Leadership Team	✓	✓	✓	✓		✓
	OEC team members	✓	✓	✓	✓		✓
	Other Executive Assistants and support staff across Department	✓	✓		✓		✓
External	Office of the Minister for Ethnic Communities		✓	✓	✓	✓	✓
	Ethnic community groups and organisations		✓	✓	✓	✓	✓
	Other government agencies who are partners of the Office of Ethnic Communities		✓	✓	✓		✓
	NGOs, private sector providers of ethnic diversity services, and other stakeholders		✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Demonstrated experience in providing efficient and effective personal assistance at Deputy Chief Executive or Senior Management level • Experience in office management, technology and systems. • Demonstrated experience working across diverse teams in multiple locations <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of government systems and processes • Basic knowledge of planning and reporting processes. • Proficiency in working with financial systems and information <p>Skills:</p> <ul style="list-style-type: none"> • Strong interpersonal skills with initiative, flexibility and the ability to be proactive • A commitment to customer service and a positive 'can do' attitude • Judgement, tact, confidentiality and integrity

- Is resilient and able to work effectively under pressure
- An innovative approach and a commitment to improve systems and processes
- Ability to prioritise workloads, negotiate deadlines in the face of competing demands, and to work independently
- Detail and quality focused with the ability to anticipate risks and the consequences of decisions and commitments
- Confidence in using the suite of Microsoft Office applications
- Proficiency in working with financial management systems and information
- IT acumen in the use of all forms of office technology

Other requirements:

- Business Administration Diploma (or similar) is desirable
- Understanding of matters relating to diversity, inclusion and social cohesion

Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Office Coordinator

Office of Ethnic Communities, Policy, Regulatory and Ethnic Communities

The Office Coordinator has responsibility and oversight for all of OEC coordination, administration and support services. They provide direct coordination, administration and support services as well as provide advice to advisors and analysts on systems, processes and activities that support the smooth functioning of OEC. The Office Coordinator also provides support for OEC managers and Director/GM.

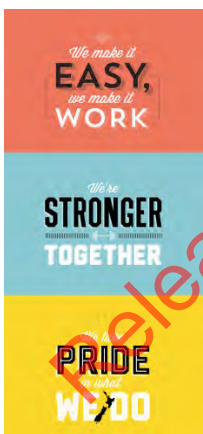
- **Reporting to:** Manager – Planning, Systems & Services
- **Location:** Wellington
- **Salary range:** Business Support – Band E

What we do matters – our purpose

DIA's purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within DIA and contributes to DIA's overall purpose. OEC's Vision is "Flourishing Ethnic Diversity; Thriving New Zealand", and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC's operating model.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Team Coordination and Administration Support</p> <ul style="list-style-type: none"> • Maintain a full Asset Register of OEC physical assets, including OEC vehicles, IT hardware and software, P-cards, Taxi cards and Taxi vouchers (including understanding and recording any additional costs associated with these assets; ensuring that these are accounted for in the OEC Budget; and discussed with the Manager Planning Systems and Services on a quarterly basis) • Arrange travel bookings (including flights, vehicles, parking arrangements, taxis and accommodation for all OEC staff as required) – N.B. where changes to arrangements incur additional costs, these should be recorded and discussed with the Manager Planning Systems and Services on a quarterly basis for escalation as appropriate) • Taking minutes of meetings and ensuring the allocation of action points • Produce and disseminate minutes to meeting participants in a timely fashion, once approved • Disseminate incoming information to appropriate team members • Provide photocopying services • Ensure there are adequate supplies of stationery, office supplies and equipment for the teams and that all equipment is functional • Schedules and organises team events, eg meetings, farewell functions • Coordinates induction of new staff into team(s) 	<ul style="list-style-type: none"> • A well organised and tidy office • Team members are communicated with effectively • Effective, timely and proactive administrative support is provided to the team • Meeting participants receive agendas, minutes and action points in a timely fashion • The office is stocked with adequate supplies and all equipment is functional • You take ownership of your own responsibilities and actions • You proactively communicate progress on tasks and provide updates when there are delays

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Organisation and Management Support</p> <ul style="list-style-type: none"> • Provide personal and confidential secretarial support to the Managers as well as diary and meeting management • Ensure the managers' diaries are accurate and up-to-date on a daily basis, scheduling and re-scheduling appointments as required • Provide timely and appropriate telephone, reception, email and mail service • Ensure the managers have papers for meetings • Support processes such as typing performance agreements/assessments, monitoring and reporting • Provide advice to other team members on administration systems and processes 	<ul style="list-style-type: none"> • Managers needs are anticipated and they are able to focus on being effective and efficient in their core roles • Managers diaries are accurate and they feel well prepared for meetings • Customers are greeted in a professional manner and requests are actioned within agreed timeframes which is supported by positive feedback and minimal complaints
<p>Documentation</p> <ul style="list-style-type: none"> • Support document production and work flow requirements • Maintain effective lines of communication to Department staff and stakeholders • Produce spreadsheets, PowerPoint presentations and other documents to agreed standards, as required; • Prepare and format documents/presentations/spreadsheets to agreed standard as required • Maintain document management requirements, including the ongoing use and linkages between the Document Management System (DMS) and Cohesion • Co-ordinate consistent systems across the OEC and Department 	<ul style="list-style-type: none"> • Documents, presentations and spreadsheets are prepared and filed to agreed standards in an accurate and timely manner • Your team is confident in your ability as an SME in this area

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Financial Administration</p> <ul style="list-style-type: none"> Process all Purchase Orders for the OEC and follow up on a monthly basis to code and receipt any costs incurred for appropriate sign off and accrue for any items in which the goods or services were delivered in the previous month but have not yet been invoiced. Forward invoices to Finance within agreed timeframes Manage requests for P-Cards Support staff with understanding reimbursement claims. Ensure staff have an understanding of the process to follow when requesting reimbursement 	<ul style="list-style-type: none"> Payments are processed according to Departmental process, delegations and policy Invoices are received by Finance within agreed timeframes and suppliers are paid on time Your team is confident in your ability as an SME in this area
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Director OEC/ OEC Team Managers	✓	✓	✓	✓		✓
	Other OEC team members	✓	✓	✓	✓		✓
	Other support staff in the Branch and Department	✓	✓	✓	✓		✓
External	Office of the Minister for Ethnic Communities (as appropriate, and via the OEC Policy & Research Team)		✓		✓		✓
	Ethnic community groups and organisations (as appropriate, and via the OEC Community Engagement and Planning Systems and Services Teams)		✓				✓
	Other government agencies with an interest in the work of OEC (as appropriate, and via discussion with the OEC Leadership Team)		✓		✓		✓
	NGOs, private sector providers of ethnic diversity services, and other stakeholders (as appropriate, and via discussion with the OEC Leadership Team)		✓		✓		✓

Your delegations

Human Resources and financial delegations

Level Z

Your delegations	
Direct reports	Nil
Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Previous successful experience in a fast paced, high demand team administration role or PA role • Demonstrated experience working across diverse teams in multiple locations <p>Knowledge:</p> <ul style="list-style-type: none"> • Displays the personal maturity and integrity to make good judgments about people, events and risks • Understanding of government systems and processes, including DIA standard systems • A commitment to customer service and a positive 'can do' attitude <p>Skills:</p> <ul style="list-style-type: none"> • Excellent communication skills • Demonstrated ability to prioritise workloads, and negotiate deadlines in the face of competing demands, and to work independently • Essential qualities are excellent and accurate typing, experience and confidence in using the suite of Microsoft applications (e.g. Word, Powerpoint, Excel, Visio), email, document management systems and ability to maintain the photocopier/printer Detailed and quality focused with the ability to anticipate risks and the consequences of decisions and commitments • An innovative approach and a commitment to improve systems and processes • Basic financial management abilities <p>Other requirements:</p> <ul style="list-style-type: none"> • Business Administration Diploma (or similar) is desirable • Understanding of matters relating to diversity and inclusion and social cohesion

Your success profile for this role	What you will bring specifically
	matters, or the willingness to learn is desirable

Released under the Official Information Act 1982



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at the Ministry for Ethnic Communities

Private Secretary

Ministry for Ethnic Communities

The role of the Private Secretary in a Minister's Office is to provide support to the Minister in their role. This is a key role for the Ministry as the Private Secretary also supports the relationship between the Minister and the Chief Executive and ensure a seamless flow of information between the Minister and the Ministry.

The Private Secretary's primary responsibility is to the Minister; however, the incumbent should also be aware of the Ministry's needs and issues.

- **Reporting to:** Manager Applied Policy
- **Location:** Wellington

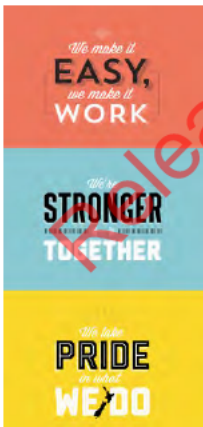
What we do matters – our purpose

The Ministry for Ethnic Communities is the Government's chief advisor on ethnic communities, ethnic diversity and the inclusion of ethnic communities in wider society.

We work with communities, other Government agencies and a range of organisations to help increase social cohesion and ensure Aotearoa is a place where everyone feels welcome, valued and empowered to be themselves. We also provide services and support directly to our communities.

The Ministry represents people who identify as African, Asian, Continental European, Latin American and the Middle Eastern.

How we do things around here – our principles



We make it easy, we make it work - Ka Whakamamahia, Ka Whakatinanahia

- Customer centred
- Make things even better

We're stronger together - Kei roto i te kotahitanga tō tāhu kaha

- Work as a team
- Value each other

We take pride in what we do - Ka mahi i runga i te ngākau whakahī

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As the Ministry is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

How we work

As a Ministry:

- **We want to be a catalyst for change** – we will do this by getting the key issues for ethnic communities on the agenda of Government and the relevant agencies.
- **We want to harness and share knowledge** – we will do this by providing accessible, evidence-based insights and knowledge that can help inform discourse on inclusion and diversity.
- **We want to work in partnership with others** – we will do this by building relationships inside and outside government that bring the perspectives of ethnic communities into the policy development process.
- **We want to support communities to be more empowered** - we will do this by facilitating and supporting development of community programmes that help to grow a more inclusive Aotearoa New Zealand.

What you will do to contribute	As a result we will see
<p>Relationship Management</p> <ul style="list-style-type: none"> • Ensure that effective and efficient communication channels are maintained between the Ministry and the Minister. • Ensure that the Ministry is made aware of current issues in front of the Minister and that the Minister is kept informed of the Ministry's activities. • Assist in fostering/facilitating the relationship between the CE and the Minister as well as between Officials and the Minister's staff. • Establish and/or maintain a significant network of relationships within the Ministry, other government agencies and stakeholder organisations • Ensure Ministry officials are aware of deadlines, schedules, conflicts and that the Minister's priorities are clearly understood. 	<ul style="list-style-type: none"> • Timely and effective communication and resolution of issues between the Minister's Office and the Ministry. • A strong, positive and open relationship between the Minister's Office and the Ministry. • The Ministry and the Minister's office have a clear understanding of priorities and requirements.
<p>Issues and Risk Management</p> <ul style="list-style-type: none"> • Provide high quality, balanced analysis and advice on a range of specialist issues and/or issues of considerable complexity within specified timeframes. • Identify, evaluate and manage opportunities and risks. • Liaise regularly with the Ministry and provide high quality and/or confidential advice to the CE and senior Ministry staff as required. 	<ul style="list-style-type: none"> • Good analysis is completed within agreed timeframes. • Opportunities and risks are identified and managed. • High level of advice provided to the Ministry.
<p>Policy Knowledge/Policy Advice</p> <ul style="list-style-type: none"> • Add value to policy advice, briefings, Ministerials and other information provided to the Minister by way of checking for accuracy and undertaking quality assurance and assessment processes, and summarising where appropriate. • Ensure the Ministry's written and oral advice is conveyed promptly and appropriately. 	<ul style="list-style-type: none"> • Improved quality of advice from the Ministry to the Minister.

What you will do to contribute	As a result we will see
<p>Administrative and Support Services</p> <ul style="list-style-type: none"> Be able to undertake a significant workload, effectively manage a range of tasks and recognise degrees of urgency and importance and prioritise work accordingly. Ensure prompt handling of Ministerial correspondence to enable the Ministry to meet set timeframes and requirements. Ensure appropriate systems are in place and maintained for Ministerial correspondence, Parliamentary questions, and Official Information Act requests. Ensure the Minister is well supported for meetings including for appropriate officials to attend, ensuring the Minister is well briefed and any actions are completed. Manage the development and submission of portfolio related Cabinet and Cabinet Committee papers. 	<ul style="list-style-type: none"> All administrative support services meet the needs of the Minister and reflect well on the Ministry. Timeframes for correspondence are met.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Executive Officer	✓	✓		✓		
	Leadership Team	✓	✓	✓	✓		
	Senior Ministry Officials	✓	✓	✓	✓		
External	Minister	✓			✓		✓
	Ministerial Office Staff	✓	✓	✓	✓		✓
	Other appropriate Parliamentary staff	✓	✓	✓	✓		✓

Your success profile for this role	What you will bring specifically
<p>At the Ministry, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p>	<p>Experience:</p> <ul style="list-style-type: none"> Some experience in a Policy environment or Policy role. Have worked for/within a government department, agency or crown entity.

Your success profile for this role	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Knowledge:</p> <ul style="list-style-type: none"> • A good understanding of the machinery of government and political nous. <p>Skills:</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills. • Strong relationship management skills with the ability to work with senior managers across the Ministry and with other Minister’s Offices. • Ability to work well under pressure, prioritise work and demonstrate sound judgement.

Released under the Official Information Act 1982