

21 April 2023



John Luke
fyi-request-22260-c121d956@requests.fyi.org.nz

REF: DOIA-2223-0674

Tēnā koe John

Thank you for your email of 25 March 2023 to the Ministry for Ethnic Communities (the Ministry) requesting the following information under the Official Information Act 1982 (the OIA):

...I have made a similar request 2 years ago, <https://fyi.org.nz/request/15978-the-ministry-for-ethnic-communities-org-chart>

May I request a copy of your updated org chart and the job description of each of your positions...

Please refer to Appendix 1 for the Ministry's organisational chart. This chart is current as of 31 March 2023.

Please see the documents listed in Appendix 2 for the job description of each of the positions at the Ministry. They are broken down by business units. Some positions (such as for non-permanent employee, i.e., contract/fixed-term employee) do not have a job description – but rather have *contract deliverables* in their offer letter. Where this is the case, I have listed those positions and their deliverables below:

1. Manager Special Projects (System Capability and Programmes)
 - The creation of an events calendar for ethnic communities.
 - Providing Select Committee information and liaise with the Principal Advisor Strategy Planning and Reporting.
 - Researching ECDF funding information for the Chief Executive
 - Strategic tasks as directed by the Chief Executive.
2. Talent and Governance Coordinator (System Capability and Programmes)
 - Management of the nomination's inbox.
 - Working with candidates and potential candidates to register with the service.
 - Liaising with contacts from appointing agencies to clarify the requirements for the board vacancy.
 - Co-ordinating information between all parties (candidates, appointing agencies, population agencies, Ministerial team, Talent and Capability Team).
 - Matching requirements for board vacancies with candidates in the nominations database and liaising with candidates about board vacancies.
 - Maintenance and updating of the nominations database.
 - Recording accurate information in the Nominations Service spreadsheets.
 - Inputting regular updates to the Minister's Fortnightly Report.
 - Supporting the continuous improvement of the service through suggestions and other initiatives.
 - Contributing to the NZ Honours nominations work.
 - Other duties as and when required.

3. Graduate Programme Advisor (System Capability and Programmes)

- Support the Graduate Programme – lead to recruit and on-board graduates and host agencies for the third intake of the Ethnic Communities Graduate Programme.
- Support the Graduate Programme – lead to advise on the attract, select, offer and onboarding process for graduates in tandem with participating agencies.
- Support, coordinate and plan events as and when required in collaboration with the Graduate Programme Lead.
- Communicate needs, plans, progress and outcomes of the work programme in an accessible way to a range of audiences.
- Document and maintain Programme processes and resources to enable business continuity.

4. Communications Advisor (System Capability and Programmes)

- Working with production organisations to produce animations for the health animation project.
- Script writing for the videos.
- Leading the project team.
- Writing a communications plan for the release of the videos.
- Deliverables are for an additional Health project on measles.
- Design, produce and deliver collateral for our communities on the topic of measles.

5. Principal Advisor (Policy and Analytics)

- 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.
- Provide intellectual leadership for, and contribute to the development of, conceptual frameworks for policy advice.
- Make sound judgments on controversial or critical issues using the best available business data and information.
- Provide input into the development and maintenance of policy best practice systems, documentation and quality assurance processes.

You have the right to seek an investigation and review by the Ombudsman of our response to your request. Information about how to contact the Ombudsman's office is available at: www.ombudsman.parliament.nz or freephone: 0800 802 602.

Please note, due to the public interest in our work, the Ministry may publish responses to requests for official information on our website, shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerial@ethniccommunities.govt.nz.

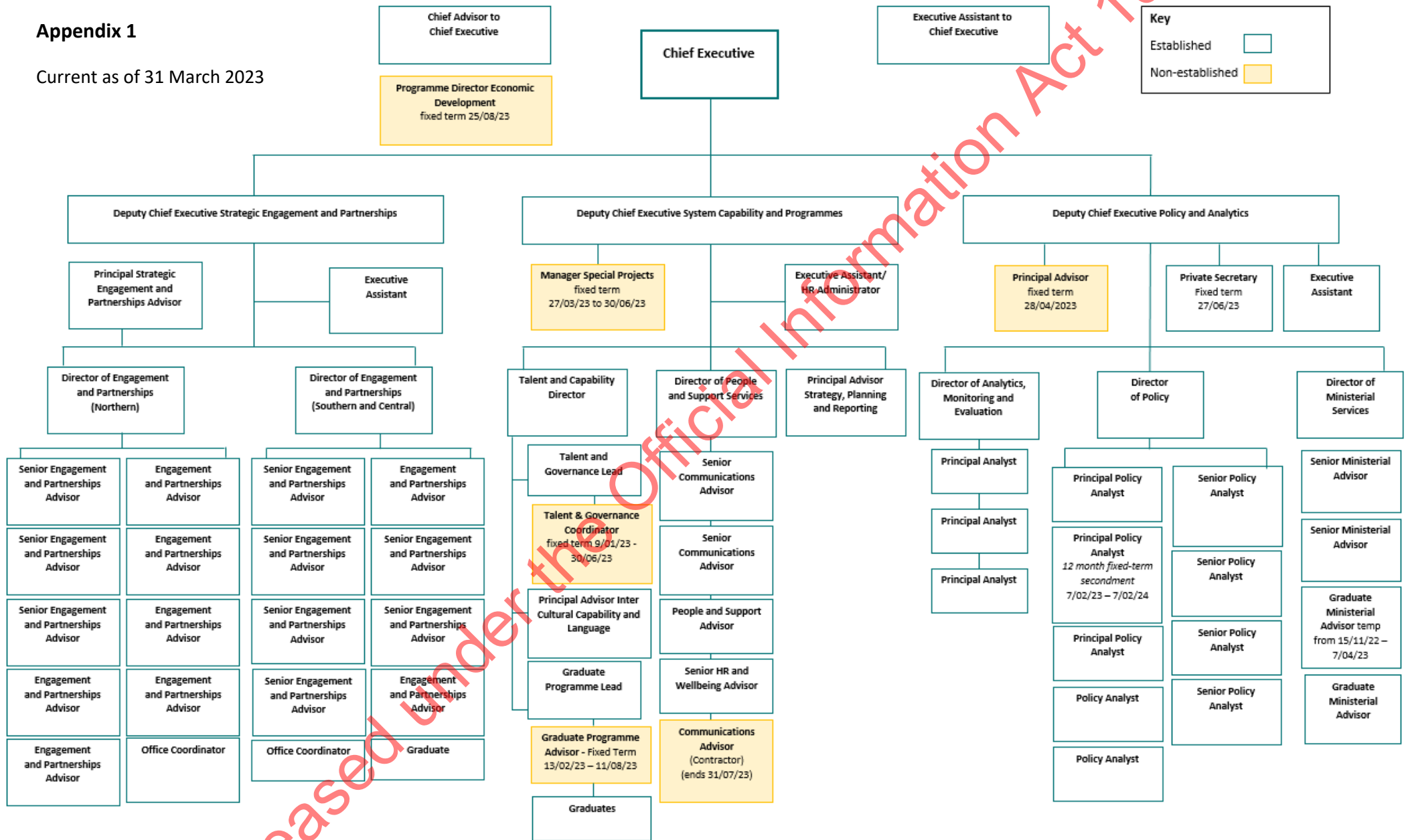
Ngā mihi




Edward Firth
Director of Ministerial Services

Appendix 1

Current as of 31 March 2023



Released under the Official Information Act 1982



Appendix 2

Document Schedule

No	Document title	Comment
1.	Office of the CE	Released in full
2.	Strategic Engagement and Partnerships	Released in full
3.	System Capability and Programmes	Released in full
4.	Policy and Analytics	Released in full