



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

Deputy Chief Executive

Strategic Engagement and Partnerships

Primary Focus:

The Deputy Chief Executive Strategic Engagement and Partnerships leads and manages the Strategic Engagement and Partnerships business unit of the Ministry for Ethnic Communities on behalf of the Chief Executive, building and maintaining high performing teams 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, manage engagement expectations and deliver advice to improve outcomes for ethnic communities in New Zealand including strengthening their inclusion and participation in the wider community.

The Deputy Chief Executive Strategic Engagement and Partnerships will work with complexities and understands systems within how ethnic communities operate on the ground. The role will be accountable for translating insights gleaned to inform better policy making, outcomes and service delivery.

The Deputy Chief Executive Strategic Engagement and Partnerships will work alongside the DCE Policy and Analytics – these two business units will work together to improve the wellbeing of ethnic communities turning valuable community intel into policy advice.

Your portfolio extends to:

- 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 both a strategic and operational level.
- Demonstrating strategic 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 required functions such as finance, risks, people and resources in accordance to the Department of Internal Affairs Departmental Agreement (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 Deputy Chief Executive Strategic Engagement and Partnerships needs to be a skilled and experienced senior leader who has experience in strategic and operational management with, strong relationship building and stakeholder management skills.

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 Middle Eastern.

How we do things around here – our values



Whakakotahitanga
(Inclusive)

Unifying thought, opinion and action for the collective good.



Ngākau Pono
(Authentic)

To act with integrity and sincerity.



Whakamanawanui
(Courageous)

Act valiantly and courageously.



Manaakitanga
(Kind)

Encompasses care and generosity, for the purpose of nurturing relationships.

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 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 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.

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"> • Design, develop and implement a robust engagement strategy for MEC. • Work in tandem with the Chief Executive to ensure a clear direction for MEC's engagement strategy. • 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. • Support Northern and Southern Directors to build and maintain strong working relationships with ethnic communities' key stakeholders, and foster new relationships, collaborating to achieve positive results. • Maintain an overview of the composition of ethnic communities in New Zealand. • Provide high quality advice, informed by 	<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 and impact to improving outcomes. • Ethnic communities, government agencies and other key

What you will do to contribute

operational insights to the Chief Executive for discussion and reporting to the Minister.

- Assist the Chief Executive to support New Zealand's diverse ethnic 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.

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.
- Support the Chief Executive to increase diversity across the public-sector workforce.
- Promote the value of ethnic diversity and the importance of social inclusion within Government and more widely.

Talent Management

- Lead, develop, and retain leaders 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 leadership 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 values and principles.

Health and safety (for team)

- Inform, train and equip staff to carry out their work safely.

As a result we will see

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.
- 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.
- 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.

What you will do to contribute**As a result we will see**

- Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries.
- Assess all hazards promptly and ensure they are 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)	✓	✓	✓	✓		

Scope of role

Reporting to	Chief Executive Ministry for Ethnic Communities
Location	Wellington
Business Unit functions	Engagement, community events, stakeholder engagement
Direct reports	3
Total staff	Indirect reports x 21
Human Resources and financial delegations	Level B
Health and Safety at Work Act 2015	Responsibilities as an Office of the agency
Security clearance level	Top Secret

Strategic Leadership: Where are we going and how do we get there?

You will position teams, organisations and sectors to shape, define and respond to the future. You work effectively with others to figure out what the future should look like – and how to get there.

Leading strategically

Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.

- **Think strategically at a sector level** (i.e. see sector issues through a range of lenses and stakeholder perspectives; recognise broader implications and connections between sector issues; show the conceptual thinking skills required to navigate high levels of complexity and ambiguity)
- **Progress current sector thinking** (i.e. challenge the sector's status quo; progress strategic thinking across the wider sector)
- **Develop and implement sector and/or organisational strategy** (i.e. engage senior leaders and staff in developing robust long-term strategies which have a significant impact on government priorities; align sector and/or organisational initiatives with strategic objectives; translate strategy into organisation and sector-wide action in planned, disciplined, and agile ways)
- **Engage people in the organisation and sector vision** (i.e. conceptualise and articulate a clear and compelling vision for the organisation and sector's future over the next 5+ years; engage senior leaders and staff in the vision)

Leading with influence

Lead and communicate in a clear, persuasive, impactful, and inspiring way; to convince others to embrace change and take action

- **Lead with purpose across the sector and organisation** (i.e. drive initiatives which chart a clear direction for the organisation and which are associated with high levels of visibility, contentiousness, and initial resistance)
- **Persuade and inspire across the sector and organisation** (i.e. gain active participation and/or support for initiatives, from senior leaders, staff, and other relevant senior stakeholders)
- **Communicate clearly across the sector** (i.e. tailor messages so that they resonate with a very wide range of audiences, such as community stakeholders, organisation senior leaders, senior external stakeholders, and staff)
- **Demonstrate senior leadership impact and gravitas** (i.e. convey energy, urgency, confidence, and a sense of ease in taking a senior leadership role in a broad range of challenging situations)

Released under the Official Information Act 1982

System Leadership: How do we together build for a better New Zealand?

Leadership that builds sustainability, resilience and connections. You ensure capabilities, assets and initiatives are built with the future of the State Services system in mind. You know when and how to use relationships, ICT, financial, supply market and people levers. Managing the tension between the 'and, and' you make decisions for the good of the system for the long term.

<p>Enhancing organisational performance Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.</p>	<ul style="list-style-type: none"> • Strengthen group and/or organisational performance (i.e. lead large scale improvements to group and/or organisation processes and systems to achieve gains in effectiveness and efficiency) • Foster a continuous improvement culture across a large group and/or organisation (i.e. so that people across multiple and/or all business units are encouraged and empowered to identify and seize opportunities to enhance business performance) • Lead innovation across a large group and/or organisation (i.e. encourage and implement innovative solutions across a large group and/or the organisation)
<p>Enhancing system performance Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.</p>	<ul style="list-style-type: none"> • Provide cross-organisational leadership (i.e. contribute to the senior leadership team; lead collaboration across the organisation; encourage your staff to adopt an organisation-wide view) • Provide sector leadership (i.e. lever strong relationships with a range of senior leaders across the public, private, and/or not-for-profit sectors to deliver sector and customer outcomes; take a systems approach to issues [i.e. where agencies work in concert to deliver outcomes for customers and New Zealand])
<p>Leading at the political interface Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.</p>	<ul style="list-style-type: none"> • Establish self as a trusted senior advisor to political representatives (i.e. show a deep understanding of government structures, political processes, and your role in these; shape effective relationships with political representatives; interpret and represent your organisation's view on issues) • Influence political representatives (i.e. proactively inform, advise, and provide frank advice to political representatives across diverse and politically sensitive government priorities) • Navigate diverse political issues (i.e. proactively anticipate Government concerns regarding organisational priorities; guide other staff on how to navigate ambiguous political situations)

Released under the Official Information Act 1982

Talent Management: How am I building talent for the future – for my agency and others?

Leadership that builds people capability. You attract, retain and develop individuals with the attitude, skills and potential to deliver results – for today and tomorrow. You create positive work environments and figure out what people need to deliver results and how to get the best out of them.

Enhancing people performance

Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.

- **Set clear expectations for group managers and/or senior leaders** (i.e. communicate the outcomes and performance standards required in their areas of responsibility and/or functional areas, including areas and/or functions beyond your own technical expertise; role-model expected standards of behaviour)
- **Support and reinforce high performance of managers and/or senior leaders** (i.e. actively encourage and reinforce high performance; encourage your direct reports to set ambitious stretch goals and push themselves outside their comfort zones)
- **Manage senior leadership performance** (i.e. provide timely, clear and constructive feedback about areas for improvement; work alongside direct reports to uncover and resolve barriers to performing at a high level, even when issues are complex and ambiguous)

Identifying and Developing talent

Coach and develop diverse talent; to build the people capability required to deliver outcomes.

- **Coach and mentor group managers and/or senior leaders** (i.e. coach to build self-awareness and to take action on their development insights and enhance the capabilities required in their current roles and/or the roles they aspire to)
- **Develop group manager and/or senior leadership capability** (i.e. take a purposeful and proactive approach to developing your direct reports; encourage them to participate in a broad range of fit for purpose and/or tailored development activities)
- **Develop group and/or organisational capability** (i.e. take a purposeful and/or systematic approach to succession planning and building diverse group capability and/or people capability across the organisation)

Enhancing team performance

Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.

- **Set clear management and/or senior management team objectives and expectations** (i.e. clearly communicate your management team’s objectives; work with the team to define team roles and responsibilities and the team environment you aspire to, if a senior management team is being led: so your direct reports are crystal clear about their expected contribution to the senior management team; work with the team to define the organisational leadership requirements of their roles)
- **Monitor management and/or senior management team cohesion and performance** (i.e. understand the strengths and weaknesses of how your team works together to achieve outcomes)

Released under the Official Information Act 1982

	<ul style="list-style-type: none"> • Strengthen management and/or senior management team performance (i.e. focus your direct reports on achieving shared objectives; strengthen your team’s ability to work collaboratively and cohesively to drive and/or achieve outcomes);
<p>Delivery Management: How will we turn what we know into what we do?</p>	
<p>Leadership that delivers results. You make sure that things happen by translating strategy into action. You focus on getting things done, with and through others – knowing which key decisions you need to make, where to influence, when to collaborate and when to delegate. You create strong teams that deliver results.</p>	
<p>Managing work priorities Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.</p>	<ul style="list-style-type: none"> • Manage and deliver on diverse and/or very diverse work priorities (i.e. use sound and/or sophisticated work management systems and practices to manage broad ranging work priorities; maintain an overview of diverse and/or very diverse short and long term work commitments so that you effectively allocate time and resources to deliver on work) • Be purposeful about where you invest your time (i.e. spend time on the activities where you can make the greatest contribution to achieving short and longer term objectives; regularly review where you invest time across diverse priorities)
<p>Achieving through others Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.</p>	<ul style="list-style-type: none"> • Delegate through senior leaders (i.e. empower and support your direct reports to effectively manage their areas of responsibilities (including functional responsibilities if applicable) and deliver customer outcomes) • Maintain oversight through multiple organisational layers and/or strategic oversight (i.e. lever robust and/or sophisticated systems and metrics to monitor the performance of your group; adjust your level of oversight to reflect the needs of the situation; swiftly pick up on emerging issues; keep in touch with the ‘reality at the frontline’)

<p>Management of MEC resources</p>	
<ul style="list-style-type: none"> • Ensure sound management of MEC’s financial and business system resources and assets 	<p>As a result we will see:</p> <ul style="list-style-type: none"> • Good decision-making that consider both your business unit and MEC impact

Released under the Official Information Act 1982

Whāinga Amorangi

- Demonstrate commitment to leading and implementing Whāinga Amorangi (our Māori Crown Relationship)

As a result we will see:

- Whāinga Amorangi principles are woven into the way we work at MEC

Health and Safety (for leaders)

- 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

As a result we will see:

- 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.

Leadership characteristics you will need

Engaging others

Connect with people; to build trust and become a leader that people want to work and for.

Achieving ambitious goals

Demonstrate achievement drive, ambition, and optimism and delivery focus; to make things happen and achieve ambitious outcomes.

Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Honest and courageous

Deliver the hard messages and make unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.

Resilient

Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.

Self-aware and agile

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations & people.

Released under the Official Information Act 1982

What you will bring to the role

Experience:

- Strategic leadership in a diverse organisation
- Public sector management at an executive level
- Determining and implementing organisational vision and strategy

Knowledge:

- In depth understanding of the political process and the role and place of public service agencies
- A commitment to the overall goals and objectives of the New Zealand public services, including partnership with Māori in the context of the Treaty of Waitangi

Skills:

- Proven ability to build, manage and navigate effective relationships in a complex environment

Other requirements:

Able to obtain and maintain a Top Secret security clearance

Released under the Official Information Act 1982



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

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

Executive Assistant

Ministry for Ethnic Communities

This role is a key support to the Deputy Chief Executive and provides a professional, effective and efficient support service. This role will add value by ensuring the Deputy Chief Executive 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:** Deputy Chief Executive
- **Location:** Wellington
- **Family:** Corporate F
- **Salary:** Salary range of \$57,217 - \$77,410

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 values



Whakakotahitanga

(Inclusive)

Unifying thought, opinion and action for the collective good.



Ngākau Pono

(Authentic)

To act with integrity and sincerity.



Whakamanawanui

(Courageous)

Act valiantly and courageously.



Manaakitanga

(Kind)

Encompasses care and generosity, for the purpose of nurturing relationships.

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 āiane, 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 ngā Maori 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.

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>Deputy Chief Executive Support</p> <ul style="list-style-type: none"> • Provide personal and confidential support to the Deputy Chief Executive with effective diary management and the prioritisation of commitments • Prepare draft contracts and other documentation as required • Support the Deputy Chief Executive'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 Deputy Chief Executive'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 Deputy Chief Executive is able to focus on being effective and efficient in their core roles • The Deputy Chief Executive's needs are anticipated, and their diary is accurate and up-to-date • The Deputy Chief Executive is provided with the correct meeting papers and feels well prepared for meetings • Deadlines for papers and correspondence are met • The Deputy Chief Executive's time is used effectively • Leadership teams are well organised and efficient, with clear action points recorded and monitored
<p>Organisation and Management Support</p> <ul style="list-style-type: none"> • Facilitate the prompt and timely dissemination of critical information to MEC 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 • Maintain both paper based and electronic filing systems 	<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
<p>Documentation</p> <ul style="list-style-type: none"> • Provide word processing and document preparation support to the Deputy Chief Executive • 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, MEC documents

What you will do to contribute	As a result we will see
<p>Financial Administration</p> <ul style="list-style-type: none"> Process all invoices for the Deputy Chief Executive, 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 Deputy Chief Executive 	<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"> 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 Know what to do in the event of an emergency Co-operate in implementing rehabilitation plan 	<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

Your delegations as a manager

Human Resources and financial delegations	2
Direct reports	0

Your success profile for this role

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 [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:

- 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

Knowledge:

- Understanding of government systems and processes
- Basic knowledge of planning and reporting processes.
- Proficiency in working with financial systems and information

Skills:

- Strong interpersonal skills with initiative, flexibility and the ability to be proactive

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• 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 <p>Other requirements:</p> <ul style="list-style-type: none">• Business Administration Diploma (or similar) is desirable• Understanding of matters relating to diversity, inclusion and social cohesion.

Released under the Official Information Act 1982



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

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

Principal Strategic Engagements and Partnerships Advisor

Strategic Engagement and Partnerships

The Principal Strategic Engagement and Partnerships Advisor provides strategic support to the Deputy Chief Executive Strategic Engagement and Partnerships and the Director of Engagement and Partnerships (Southern & Central) and Director of Engagement and Partnerships (Northern). The Principal Strategic Engagement and Partnerships Advisor is the 'engagement practice leader' for the Ministry, supporting and mentoring other advisors. The Principal Strategic Engagement and Partnerships Advisor is the steward of MEC's community engagement strategy on behalf of the Deputy Chief Executive Strategic Engagement and Partnerships, and will assist the Deputy Chief Executive in building, strengthening and managing key stakeholder relationships.

- **Reporting to:** Deputy Chief Executive Strategic Engagement and Partnerships
- **Location:** National
- **Family:** Delivery J
- **Salary:** Salary range of \$103,338 - \$139,809

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 values



Whakakotahitanga

(Inclusive)

Unifying thought, opinion and action for the collective good.



Ngākau Pono

(Authentic)

To act with integrity and sincerity.



Whakamanawanui

(Courageous)

Act valiantly and courageously.



Manaakitanga

(Kind)

Encompasses care and generosity, for the purpose of nurturing relationships.

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 āiane, 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>Community Engagement and Practice Leadership</p> <ul style="list-style-type: none"> • Maintain a strategic view of MEC’s community engagement strategy, and play a key leadership role supporting the Director of Engagement and Partnerships (Southern & Central) and Director of Engagement and Partnerships (Northern) in implementing the engagement programme. • Model and champion best practice community engagement approaches in line with MEC’s strategy, professional best practice, the Ministry’s Kia Tutahi Relationship Accord and Te Aka Taiwhenua. • Provide project leadership on key engagement initiatives. • Working with other Engagement and Partnerships advisors, deliver targeted community engagement in line with strategy and MEC priorities. • Support the Deputy Chief Executive with business planning review, evaluation and re-setting of the work programme at relevant cycles. • Demonstrate leadership and commitment to the professional practice of community engagement and proactively maintain and develop expertise. • Act as a mentor and/or coach for other advisors and assist in building capability across the team and with embedding consistent engagement practice approaches. • Maintain environmental awareness, and regularly advise the Deputy Chief Executive on any emerging risks or opportunities for MEC. 	<ul style="list-style-type: none"> • The Deputy Chief Executive Strategic Engagement and Partnerships is well supported with excellent strategic advice and community engagement practice leadership. • Community engagement that supports MEC’s operating model, the focus areas, and work programme, and reflects best practice. • Growing credibility of MEC’s community engagement function, with community stakeholders, and with public sector and other diversity partners. • Projects delivered in line with MEC project methodology and disciplines. • A community engagement programme that is relevant and actively monitored, reviewed and adjusted to ensure alignment with the operating model, our focus areas. • Professional engagement practice leadership with the Strategic Engagement and Partnerships team and across the Ministry. • Other advisors are supported and mentored in building capability.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Identify, build, maintain and develop relationships with key stakeholders, community leaders, community members and groups in line with MEC strategies and plans. • Support the Deputy Chief Executive & Directors in key stakeholder relationship management and represent the Ministry as required at a variety of events or forums. 	<ul style="list-style-type: none"> • Positive and productive relationships with ethnic communities and other identified stakeholders. • The Deputy Chief Executive Strategic Engagement and Partnerships is well supported with key relationship management.

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. 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	ELT MEC	✓		✓	✓		✓
	Deputy Chief Executive Strategic Engagement and Partnerships	✓	✓	✓	✓		✓
	Director of Engagement and Partnerships (Southern & Central) and Director of Engagement and Partnerships (Northern)	✓	✓	✓	✓		✓
	MEC Strategic Engagement and Partnerships business unit	✓	✓	✓	✓	✓	
	MEC Team Members	✓	✓	✓	✓		
	System Capability and Programmes and MEC Communications team	✓	✓	✓			
External	Minister for Ethnic Communities and the 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 as a manager	
Human Resources and financial delegations	Z
Direct reports	0

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>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"> • Proven experience providing high quality strategic advice to managers and other senior leaders. • Successful track record of forming partnerships of value and effective working relationships with others, including those with diverse cultures, values or priorities. • Demonstrated experience working constructively at the interface between community and government through community engagement. • Proven success in capability building, including through mentoring and coaching. • Demonstrated ability to credibly represent MEC in a range of external forums. <p>Knowledge:</p> <ul style="list-style-type: none"> • Excellent understanding of community engagement principles and best practice models, and a strong commitment to the professional discipline of community engagement. • Significant understanding of the New Zealand ethnic community sector, and ideally established networks and credibility. • Strong 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. • Understanding of project management disciplines and methodologies is desirable. <p>Skills:</p> <ul style="list-style-type: none"> • Community engagement practice expertise. • Well-developed strategic thinking skills. • Ability to balance risk management with innovative thinking. • Advanced ability to relate to and gain the confidence of diverse stakeholders – including government agencies, ethnic

Your success profile for this role	What you will bring specifically
	<p>communities, businesses and non-government organisations.</p> <ul style="list-style-type: none">• Strong self-management and organisation skills and ability to prioritise workload according to strategic priority and likely impact. <p>Other requirements:</p> <ul style="list-style-type: none">• 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 the Ministry for Ethnic Communities

Director of Engagement and Partnerships (Southern and Central) or (Northern)

Strategic Engagement and Partnerships

The Director of Engagement and Partnerships is a newly established senior management and leadership position within the Ministry for Ethnic Communities. It will form part of a high-performing and supportive leadership team.

The Director will be accountable for leading and managing the Ministry's high performing Community and Partnerships team and shaping the direction of this team. Operating as a public sector systems leader, the Director will partner with tier 3 leaders across the Ministry and government to influence systems change to improve outcomes for ethnic communities.

The Director is responsible for providing strategic thought leadership and direction for maximising efforts with existing partners and securing new partnership opportunities to deliver on the Ministry's strategy.

Reporting to the Deputy Chief Executive, Strategic Engagement & Partnerships, the Director will develop and lead the national engagement and partnership strategy, reflecting the clear focus that "community engagement and partnership is at the heart of Ministry" with ethnic communities. The role will also ensure the delivery of insights and analysis based on that engagement, so as to maintain ongoing engagement with the diverse ethnic communities in Aotearoa New Zealand. Key themes and findings across portfolios will be captured and utilised to inform MEC policy advice. This will support the Ministry to ensure a cohesive, national view of ethnic community perspectives and outcomes are able to be represented back to the Minister, government agencies and other key stakeholders.

- **Reporting to:** Deputy Chief Executive, Strategic Engagement and Partnerships
- **Location:** Auckland
- **Family:** Delivery L
- **Salary:** Salary range of \$141, 803 to \$191,850

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 values



Whakakotahitanga

(Inclusive)

Unifying thought, opinion and action for the collective good.



Ngākau Pono

(Authentic)

To act with integrity and sincerity.



Whakamanawanui

(Courageous)

Act valiantly and courageously.



Manaakitanga

(Kind)

Encompasses care and generosity for the purpose of nurturing relationships.

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 āiane, 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 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.

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	In practice
<p>System Leadership</p> <ul style="list-style-type: none"> • You will position your team and the Ministry to shape, define and respond to the future needs of ethnic communities. 	<ul style="list-style-type: none"> • Provide strategic leadership, vision and direction to develop and implement a prioritised and sequenced Community and Partnership work programme to deliver on the Ministry’s strategic priorities. • Identify emerging issues and imperatives and lead the development of immediate actions and long-term strategies to improve outcomes. • See policy issues through a range of perspectives, recognising broader implications and show leadership to navigate high levels of complexity and ambiguity in collaboration with other senior leaders. • Provide high level strategic advice to the DCE, ELT and Ministers to align government priorities, organisational objectives and stakeholder aspirations.
<p>Influential Leadership</p> <ul style="list-style-type: none"> • You know when to affect change through your work programme and when to seek to influence others to deliver outcomes. 	<ul style="list-style-type: none"> • Continue growing influence and contribution from the Ministry in the regions. • Maintain regular, effective and robust engagement with ethnic communities and public sector agencies with similar work programmes. • Proactively look for opportunities to drive or collaborate with senior colleagues on initiatives that have potential to deliver positive outcomes for ethnic communities.

What you will do to contribute	In practice
	<ul style="list-style-type: none"> • Take a systems approach to building the work programme, working collaboratively with other agencies to deliver evidence and develop an understanding of what it will take to improve the experience of end users. • Have the ability to persuade and gain active participation of others (such as other subject matter experts across the Ministry, senior stakeholders and staff).
<p>Organisational Leadership</p> <ul style="list-style-type: none"> • You will develop and lead a high-performing Community & Partnerships team to gather community intelligence and insight, connected with a national perspective and Ministry-wide strategy and programme of work. 	<ul style="list-style-type: none"> • Develop, implement and manage a strategic engagement and partnership strategy and programme that reflects engagement best practice and links clearly to MEC's operating model, priorities and work programme. • Delivery of key themes and insights as a result of engagement that the policy team can use to inform robust and targeted advice. • Lead and manage team of high performing, culturally competent, engagement advisors. • Contribute to Senior Leadership cohort. • Support collaboration and encourage others to come with Ministry wide view. • Foster a continuous improved culture and work across the organisation to strengthen organisational and business unit performance to achieve gains in effectiveness and efficiency.

What you will do to contribute	In practice
	<ul style="list-style-type: none"> Delivering on the business unit and team goals, measuring and evaluating work programme performance, and identifying issues/risks and implementing mitigation strategies or escalating when appropriate. Develop effective leadership presence and communication with Ministers, members of Minister’s office and the Ministry’s senior leaders.
<p>People Leadership</p> <ul style="list-style-type: none"> You are a people leader responsible for leading high performing teams through strength-based coaching. 	<ul style="list-style-type: none"> Lead, develop and manage a Community & Partnerships team that works closely with the Policy & Analytics and System Capability and Programmes teams to achieve the Ministry’s priorities. Role model and demonstrate behaviours in line with the People Leader profile of the Ministry’s Capability Framework. Lead and inspire by working with direct reports to set clear objectives so that staff have a clear line of sight between their work and the direction of the team and the wider Ministry. Attract, recruit, support and retain top talent by positioning and developing people effectively within teams and wider MEC as appropriate. Continue to build the capability and performance of the team, using a strengths-based approach and leading staff engagement efforts. Demonstrate leadership support for all MEC initiatives and organisational development activities, modelling expected behaviours to direct reports to create a desired workplace culture.

Released under the Official Information Act 1982

What you will do to contribute	In practice
	<ul style="list-style-type: none"> The performance and development of direct reports is appropriately planned and managed in accordance with MEC processes and business needs.
<p>Strategic Engagement</p> <ul style="list-style-type: none"> You will develop and drive the Ministry’s strategic engagement and partnership strategy, reflecting the clear focus that “community engagement and partnership is at the heart of MEC”. 	<ul style="list-style-type: none"> Deliver targeted national, portfolio driven community engagement initiatives that align with MEC’s strategic engagement and partnership strategy and work programme. Develop and maintain strategic stakeholder relationship and management plans with ethnic community and agency leaders to improve accessibility for ethnic communities to seek and gather information and services, and which inform the development of policy and services directed at the needs of ethnic communities across wider Government. Identify and stay abreast of critical community issues and trends and proactively distil feedback as community insight that can inform policy advice and the Executive Leadership team. Develop and lead initiatives which enable ethnically diverse and inter-faith communities to engage with the Ministry and the system. Increase the capability of the Community and Partnerships team as strategic brokers in these relationships. Provide support for Parliament, or other portfolio priority events as required. Lead the effective and appropriate response to support diverse communities in a significant emergency or national event.

Released under the Official Information Act 1982

What you will do to contribute	In practice
	<ul style="list-style-type: none"> Develop a Ministry's community engagement strategy and work programme that reflects best practice; is nationally coordinated; and advice is sought after by policy makers and service designers across wider Government.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. Co-operate with DIA's health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<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. All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> Keep our people healthy, safe and well. Demonstrate and be accountable for an active commitment and visible behaviours that are aligned with our vision. Holding management to account for meeting policy, key performance indicators, and vision. Leadership through effective planning, setting clear direction in the wellbeing, health and safety strategy. 	<ul style="list-style-type: none"> There is clear visibility, strong support and connection to DIA policy and procedures. Appropriate resources and processes are available to manage risk and participate. Improved key performance indicators, employee satisfaction and retention.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Executive, Ministry for Ethnic Communities	✓	✓	✓	✓		✓
	Deputy CE, Policy and Analytics, MEC	✓	✓	✓	✓		
	Deputy CE, System Capability and Programmes, MEC	✓	✓	✓	✓		
	MEC Strategic Engagement and Partnerships team members	✓	✓	✓	✓	✓	
	Other MEC staff members	✓	✓	✓	✓		
	MEC business units, especially Community and Partnerships, Policy and Analytics, and Communications	✓	✓	✓	✓		
External	Minister for Ethnic Communities and the Office of the Minister for Ethnic Communities	✓		✓	✓		✓
	Stakeholders from ethnically diverse and inter-faith communities	✓	✓	✓	✓		
	Managers or other senior staff from Government agencies working directly with ethnically diverse and inter-faith communities, or who have an interest in ethnic diversity and inter-faith issues	✓	✓	✓	✓		
	Non-government organisations working directly with ethnically diverse and inter-faith communities, or who have an interest in ethnic diversity and inter-faith issues	✓	✓	✓	✓		
	Managers or other staff from local government working directly with ethnically diverse and inter-faith communities, or who have an interest in ethnic diversity and inter-faith issues	✓	✓	✓	✓		
	Local authorities and agencies, Crown entities and agencies as relevant to MEC	✓	✓	✓	✓		

Your delegations as a manager

Human Resources and financial delegations	Level C
---	---------

Direct reports	10
----------------	----

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 Senior Leader.</p> <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 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. • Demonstrated political nous, strategic risk awareness and understanding of core machinery of government processes and practice. <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 New Zealand’s ethnically diverse and inter-faith communities 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 and information and service delivery processes. • Understands the process of public policy development, including influence and advice giving. • Knowledge of diversity and inclusion and social cohesion principles. <p>Skills:</p> <ul style="list-style-type: none"> • Capability in understanding qualitative research or data analysis to develop systems for insight capture and delivery. • Advanced ability to transfer knowledge of community information into policy awareness and information and service design and delivery. • Advanced ability to relate to and gain the confidence of diverse stakeholders –

Your success profile for this role	What you will bring specifically
	<p>including within government agencies, ethnically diverse and inter-faith communities, businesses and non-government organisations.</p> <ul style="list-style-type: none">• 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 overall strategic direction of the Ministry.• Strong problem solving and creative thinking skills.• Focus on outcomes and drive for results. <p>Other requirements:</p> <ul style="list-style-type: none">• 10+ years' experience as a Senior Leader within government or the private sector.• A robust understanding of the machinery of Government and the functioning of the public service.• Advanced University Degree relevant to this role.

Released under the Official Information Act 1982



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

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

Senior Engagement and Partnerships Advisor

Strategic Engagement and Partnerships

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

- **Reporting to:** Director of Engagement and Partnerships
- **Location:** Northern / Southern and Central
- **Family:** Delivery H
- **Salary:** Salary range of \$75,044 - \$101,531

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 values



Whakakotahitanga
(*Inclusive*)

Unifying thought, opinion and action for the collective good.



Ngākau Pono
(*Authentic*)

To act with integrity and sincerity.



Whakamanawanui
(*Courageous*)

Act valiantly and courageously.



Manaakitanga
(*Kind*)

Encompasses care and generosity, for the purpose of nurturing relationships.

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 āiane, 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 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.

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>Community engagement and advice</p> <ul style="list-style-type: none"> • Play a lead role in giving effect to the MEC Community & Partnership strategy. • Apply MEC’s community engagement best practices 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 Director of Engagement and Partnerships 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 Director of Engagement and Partnerships on associated risks and opportunities for MEC. • Coach and mentor Engagement and Partnerships Advisors. • Work with the Principal Strategic, Engagement and Partnerships Advisor and your Senior Engagement and Partnerships Advisors peers across MEC’s network to build a strong cohort of engagement leadership practice and expertise. • Advise MEC 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"> • MEC’s Community and Partnership strategy and programme are implemented consistently across New Zealand, underpin, and support achievement of the operating model intent and four focus areas of our Ministerial priorities. • MEC’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, Directors and leadership and mentoring to Advisors. • MEC is targeting its community engagement in a disciplined manner, and influencing others to respond where MEC is not best placed to engage on a particular matter or with a particular community. • The Minister is well supported and satisfied with MEC’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 & Analytics colleagues to ensure that MEC 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 MEC 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 MEC. • Work closely with Senior Advisor colleagues to provide expert advice and community input and views into current or possible future MEC services. • Provide the 'on the ground' link and expertise for any community engagement or consultation relating to MEC current or future services. • Work with MEC's Stakeholder Engagement Advisors 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"> • MEC's policy development and policy advice are richly informed by community intelligence and perspectives. • MEC's services development and delivery are informed by community intelligence and perspectives. • MEC 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 MEC and for other policy practitioners. • MEC'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 sector. • 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 MEC 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 MEC's community & capability 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 MEC 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 MEC's strategic priorities and community engagement programme. Ensure projects have approvals, scopes, reporting and evaluation in line with MEC methodology. Work with the Principal Advisor to ensure project disciplines are applied and followed. 	<ul style="list-style-type: none"> MEC projects are well led, with clear accountabilities and roles, and inbuilt review and evaluation mechanisms. MEC 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	Director of Engagement and Partnerships (Southern and Central) or (Northern)	✓	✓	✓	✓		✓
	Principal Strategic, Engagement and Partnerships Advisor	✓	✓		✓		
	MEC Strategic Engagement and Partnerships team members	✓	✓	✓		✓	
	MEC 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 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>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">• Proven experience working with ethnic communities.• 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 MEC 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,

Your success profile for this role	What you will bring specifically
	<p>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).</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



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

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

Engagement and Partnerships Advisor

Strategic Engagement and Partnerships

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

- **Reporting to:** Director of Engagement and Partnerships
- **Location:** Northern or Southern and Central
- **Family:** Delivery G
- **Salary:** Salary range of \$68,060 - \$92,081

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.

Released under the Official Information Act 1982

How we do things around here – our values



Whakakotahitanga
(*Inclusive*)
Unifying thought, opinion and action
for the collective good.



Ngākau Pono
(*Authentic*)
To act with integrity and sincerity.



Whakamanawanui
(*Courageous*)
Act valiantly and courageously.



Manaakitanga
(*Kind*)
Encompasses care and generosity,
for the purpose of nurturing relationships.

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 āiane, 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.

Released under the Official Information Act 1982

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 MEC Community & Partnership strategy and programme. • Apply MEC’s community & partnerships 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 Regional Manager Community & Partnerships 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 Regional Manager Community & Partnerships on associated risks and opportunities for MEC. • Advise MEC and other government colleagues on the cultural protocols for ethnic communities in your region, as required. <p>Attend Ministerial events in the community, as required.</p>	<ul style="list-style-type: none"> • MEC’s community & partnership strategy and programme are implemented consistently across New Zealand, underpin and support achievement of the operating model intent. • Advisors can clearly articulate the community & partnerships 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. • MEC is targeting its community engagement in a disciplined manner, and works with others to achieve outcomes. • The Minister is well supported and satisfied with MEC’s ‘on the ground’ support for community events.
<p>Informing, advising and consulting on Policy and Services</p> <ul style="list-style-type: none"> • Work closely with Senior Engagement and Partnerships Advisors, Strategic Engagement and Partnerships, Policy & Analytics colleagues to ensure that MEC 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 MEC 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. 	<ul style="list-style-type: none"> • MEC’s policy development and policy advice are richly informed by community intelligence and perspectives. • MEC’s services development and delivery are informed by community intelligence and perspectives. • MEC 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

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Maintain an awareness of, and take an active interest in, the policy advice being provided by MEC. Work closely with Senior Engagement and Partnerships Advisors and Senior Advisor colleagues to provide expert advice and community input and views into current or possible future MEC services. Contribute to the 'on the ground' expertise for any community engagement or consultation relating to MEC current or future services. Work with MEC's Principal Strategic Engagement and Partnerships Advisor to identify the best mechanisms and channels for engaging with ethnic communities or other key stakeholders in your region. 	<p>MEC and for other policy practitioners.</p> <ul style="list-style-type: none"> MEC'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 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 MEC's community engagement function. Strong relationships that provide a robust platform for community engagement. Strong relationships that enable MEC to continually add value to the quality of advice to government and to public services.
<p>Project Management</p> <ul style="list-style-type: none"> Contribute to complex or large projects. Lead smaller or less complex projects that deliver on MEC's strategic priorities and community engagement programme. Ensure projects have approvals, scopes, reporting and evaluation in line with MEC methodology, and seek advice from the Senior Planning and Reporting Advisor as required. 	<ul style="list-style-type: none"> MEC projects are delivered successfully in line with MEC project methodology. MEC continues to strengthen and refine its project approaches and methodologies in response to learning.
<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. 	<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.

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Cooperate in implementing return to work plans. 	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Directors of Engagement and Partnerships	✓	✓	✓	✓		✓
	Senior Engagement and Partnerships Advisors	✓	✓		✓		
	MEC team members	✓	✓	✓	✓		
	DIA Business Groups Community Operations		✓		✓		
	Policy 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 as a manager	
Human Resources and financial delegations	Z
Direct reports	0

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>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.

Your success profile for this role

What you will bring specifically

Knowledge:

- 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.

Skills:

- 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.
- 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.

Other requirements:

- University degree, or equivalent experience relevant to this role.



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

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

Office Coordinator

Strategy Engagement and Partnerships

The Office Coordinator has responsibility and oversight for all of MEC coordination, administration and support services. They provide direct coordination, administration and support services to a team based in different geographic locations, as well as provide advice to team members on systems, processes and activities that support the smooth functioning of MEC. The Office Coordinator also provides support for the Director of Engagement and Partnerships (Southern and Central) or Director of Engagement and Partnerships (Northern) and other MEC managers as required.

- **Reporting to:** Director of Engagement and Partnerships (Southern and Central) or (Northern)
- **Location:** Christchurch or Auckland
- **Family:** Corporate E
- **Salary:** Salary range of \$49,317 - \$66,723

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 values



Whakakotahitanga
(*Inclusive*)

Unifying thought, opinion and action for the collective good.



Ngākau Pono
(*Authentic*)

To act with integrity and sincerity.



Whakamanawanui
(*Courageous*)

Act valiantly and courageously.



Manaakitanga
(*Kind*)

Encompasses care and generosity, for the purpose of nurturing relationships.

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>Team Coordination and Administration Support</p> <ul style="list-style-type: none"> • Maintain positive collaborative relationships with team members based in different geographic locations • Collaborate efficiently and effectively with the Office Coordinators in the wider team to ensure outputs are consistent and to maintain MEC's operational effectiveness • Schedules and organises team events, e.g. meetings and functions. • Support the Director and other team members with planning and delivery of large scale MEC events • Maintain a full Asset Register of MEC physical assets, including MEC 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 MEC 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 MEC staff as required). • 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. • 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.
<p>Organisation and Management Support</p> <ul style="list-style-type: none"> • Provide personal and confidential support to the Director as well as diary and meeting management. • Assist Director with the allocation and tracking of tasks to team members. • Provide timely and appropriate telephone, reception, email and mail service. • Ensure the Director has papers for meetings. • Support processes such as performance assessments, monitoring and reporting. 	<ul style="list-style-type: none"> • The Director's and Advisors' needs are anticipated, and they are able to focus on being effective and efficient in their core roles. • The Director's diary is accurate, and the Director feels well prepared for meetings. • Customers are greeted in a professional manner and

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Provide advice and support to other team members on administration systems and processes. 	<ul style="list-style-type: none"> 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 workflow 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, presentation and 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 MEC 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.
<p>Financial Administration</p> <ul style="list-style-type: none"> Process all Purchase Orders for the MEC 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 and Taxi Cards Support staff with Rehutai, the Ministry's financial self-service system. 	<ul style="list-style-type: none"> Payments are processed according to 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"> Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. Co-operate with DIA's health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<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. All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Director MEC/Advisors	✓	✓	✓	✓		✓
	Other MEC team members	✓	✓	✓	✓		✓
	Strategic, Engagement and Partnerships team	✓	✓	✓	✓		✓
	Other support staff across MEC	✓	✓	✓	✓		✓
External	Office of the Minister for Ethnic Communities (as appropriate, and via the MEC Policy & Analytics team)		✓		✓		✓
	Ethnic community groups and organisations (as appropriate, and via the MEC Strategic, Engagement and Partnerships business unit)		✓				✓
	Other government agencies with an interest in the work of MEC (as appropriate, and via discussion with the MEC Leadership Team)		✓		✓		✓
	NGOs, private sector providers of ethnic diversity services, and other stakeholders (as appropriate, and via discussion with the MEC Leadership Team)		✓		✓		✓

Your delegations as a manager

Human Resources and financial delegations	2
Direct reports	0

Your success profile for this role

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 [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:

- Previous successful experience in a fast paced, high demand team administration or coordinator role or PA role.
- Demonstrated experience working across diverse teams in multiple locations.
- Demonstrated cultural competency and respect for different ethnicities and cultures.
- Demonstrated experience in empowering colleagues to support themselves.

Knowledge:

- 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.

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• 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 experience and confidence in using the suite of Microsoft applications (e.g. Word, Powerpoint, Excel, Visio), email, web-based document management systems and in-house HR and finance systems.• 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">• A bachelor degree or diploma in a relevant discipline is desirable.

Released under the Official Information Act 1982