



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

System Capability and Programmes

Primary Focus:

The Deputy Chief Executive, System Capability and Programmes role spans strategy, organisational capability, organisational infrastructure, system leadership and investment. This role is accountable for robust and innovative delivery of all corporate services and intercultural capability programmes and resources including the Ethnic Communities Development Fund (ECDF), Ethnic Graduate Programme and governance of the Talent and Nomination programmes.

The DCE System Capability and Programmes is also accountable for communications, human resources, learning and organisational development and the Ministry's Whāinga Amorangi plan and programmes. It is also responsible for compliance, risk, reporting, evaluation, planning and governance requirements.

The Deputy Chief Executive, System Capability and Programmes liaises regularly with and delivers to the Minister across several of MEC's strategic priorities.

As a member of the Executive Leadership Team:

Your focus is whole of the Ministry, keeping an eye on the present and the future. Establish and drive the Ministry's strategic direction and purpose with a focus on organisational development and unified support systems. Be an effective and collaborative member of the Ministry's Executive Leadership Team by:

- Proactively lead and embed change.
- Foster a culture of innovation and creativity.
- Individual Leadership.
- Model excellent leadership behaviour and desired workforce culture.
- Be an example of public service values and ethics.
- Take accountability for own performance and development of direct reports.

Your portfolio extends to:

- Business planning: Lead the development of the Ministries strategic objectives, priorities, ensuring annual business plans are put in place each and that they align with the Ministries strategic priorities and objectives.
- Management, leadership and accountability of the Ethnic Communities Development Fund (ECDF) – 4.2 million annual fund.
- Financial management: Have overall accountability for the financial performance of the Ministry, oversee all budgets within defined parameters and ensure efficient and effective use of financial resources.
- Human resource capability and organisational development: Have overall accountability for the successful management of all employees within the Ministry; develop and maintain

positive employee relations; establish and lead a high performing team through coaching and mentoring; operate the Ministries performance management system effectively; meet the Ministries effectiveness for Māori and equal employment opportunities goals and objectives, including our Whāinga Amorangi programme.

- **Capability building:** Ensure the Ministry has the financial, human, technical and service delivery capabilities to perform its range of functions to a high standard.
- **Effective Communication:** Ensure external communication strategies are fit for purpose and are maintained and enhanced through the effective use of the media, public relations, and stakeholder communications strategies and plans.
- **Risk management:** Effectively identify and manage risk to the Ministries reputation or the achievement of its programmes.
- To lead the development and implementation of innovative programmes and strategies designed to enhance the service delivery capability of the Ministry.
- Leading the organisation to support New Zealand's diverse communities to be resilient in the face of significant national emergencies or natural disasters.
- Ensuring the implementation of key departmental policies and processes, including, risk management and assurance, health and safety and people management.

Your success in this role depends on:

- A deep understanding of the importance of culture in the development of strategy and organisational performance and a record of engaging people well in culture and strategy.
- The ability to enhance corporate services which are credible, valuable and foundational for an organisation's strong performance delivery, achieving a nuanced balance of standardised and personalised services.
- Sophisticated collaboration and relationship management skills.
- Experience in delivering for government.

What we do matters – our purpose

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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 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.

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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.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Executive	✓	✓	✓	✓		✓
	MEC ELT	✓	✓	✓	✓		✓
	MEC SLT	✓	✓	✓	✓	✓	
	MEC staff	✓	✓	✓	✓		✓
External	Minister for Ethnic Communities	✓	✓	✓	✓		✓
	Cabinet Committees and Select Committees of Parliament	✓					
	Ethnic community leaders, organisations, and community members		✓		✓		✓
	Other government agencies whose work is relevant to ethnic communities	✓	✓	✓	✓		✓
	Local authorities and other community organisation and NGOs as relevant to the work of MEC	✓	✓		✓		✓

Scope of role	
Reporting to	Chief Executive Ministry for Ethnic Communities
Location	Wellington
Business Unit functions	Ethnic Communities Development Fund (ECDF), Talent and Governance, Graduate Programme, Communications, Finance, Human Resources, Organisational Development, Learning and Development, Information, Security and Safety and Property
Direct reports	4
Total staff	Indirect reports x 10 (35+ Graduates)
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)

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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)

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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)

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	<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’)

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Management of MEC resources

<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 considers both your business unit and MEC impact
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Whāinga Amorangi

<ul style="list-style-type: none"> Demonstrate commitment to leading and implementing Whāinga Amorangi (our Māori Crown Relationship) 	<p>As a result we will see:</p> <ul style="list-style-type: none"> Whāinga Amorangi principles are woven into the way we work at MEC
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Health and Safety (for leaders)

<ul style="list-style-type: none"> Inform, train and equip staff to carry out their work safely Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries Assess all hazards promptly and ensure they are managed 	<p>As a result we will see:</p> <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.
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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.

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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

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Personal Assistant/Human Resources Administrator

Ministry for Ethnic Communities

The PA-HR Administrator provides personal assistant support to the Deputy Chief Executive Corporate Services. Along with PA support the role requires support with HR Administration e.g. Recruitment forms & authorisation, along with managing new employee inductions, access cards and new employee setup and system access.

- **Reporting to:** DCE Corporate Services
- **Location:** Wellington
- **Salary range:** Corporate E

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What you will do to contribute	As a result we will see
<p>Services delivery and support, development and advice</p> <ul style="list-style-type: none"> • Provide advice on HR related matters, including employment contracts, training and development and induction for new staff • Works with the managers to arrange administration in relation to recruitment • Working with Ask HR in DIA around HR Administration • Provide support and advice around health & safety for MEC staff and leadership, ensuring that our HS&W obligations are applied and delivered as appropriate • Is involved in the MEC COVID-19 Incident Management team and assists as and when required in this space • Provide back up support as required for other PA's in MEC 	<ul style="list-style-type: none"> • The PA/HR Administrator is a trusted and valued MEC team member • MEC's services run smoothly within current service parameters • MEC's HR Administration functions are maintained in accordance with MEC's corporate plan, and people policies and practices • Relationships with service partners and other stakeholders are positive and support efficient delivery and impact of MEC services • Customers receiving MEC's services report high levels of satisfaction
<p>Services development and service improvements</p> <ul style="list-style-type: none"> • Identify service improvements, and work with the DCE Corporate Services to enhance improvements around HR administration and practices • Deliver service improvement initiatives • Identify and manage relationships with key stakeholders in MEC, DIA, across the public sector, and in the diversity services sector that will support MEC service improvement 	<ul style="list-style-type: none"> • MEC embraces a continuous improvement approach • Service improvements are actively identified, developed, and implemented • Relationships with service partners and other stakeholders are positive and support improved delivery and impact of MEC services
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	DCE Corporate Services	✓					✓
	All Corporate staff	✓	✓		✓		✓
	MEC team members	✓	✓	✓	✓		

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

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
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<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 Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience providing services delivery and/ or services advice in a public sector context • Experience managing multiple projects and prioritising time to deliver results • Proven experience developing and managing relationships with business partners or stakeholders to achieve outcomes • Demonstrated experience in minute taking <p>Knowledge:</p> <ul style="list-style-type: none"> • A good understanding of Administration processes • Be able to demonstrate the ability to understand and review processes , by taking a wider view, recommend and implement changes • An understanding of the political process, the role of public servants, and the machinery of government • An understanding of service delivery as a lever to achieve government goals, and the importance of the government drive to deliver better public services • Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters
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Your success profile for this role	What you will bring specifically
	<p>Skills:</p> <ul style="list-style-type: none">• Good business analysis, planning and organisation skills• Operational services and service delivery skills and experience• Good communication skills• Excellent relationship management skills, including an ability to work effectively with diverse stakeholders, and achieve outcomes• Competence across Microsoft Office programmes at an intermediate level <p>Other requirements:</p> <ul style="list-style-type: none">• Administration qualification desired

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Principal Advisor Strategy, Planning and Reporting

System Capability and Programmes

The Principal Advisor Strategy, Planning and Reporting is a Tier 3 Senior Leadership Team (SLT) role within the Ministry and is the champion for excellence in strategic planning, performance and reporting and developing and implementing these disciplines across the Ministry. This role is also responsible for compliance and risk elements to ensure that the Ministry is fit for purpose in these disciplines. This role is the Ministries liaison point on these functions with the Department.

The Principal Advisor will ensure that the MEC's strategic plan is measured and monitored and provides regular progress reports on its deliverables.

The role also acts as a trusted partner for the Executive Leadership Team, leading Ministry wide initiatives and overseeing strategy & performance issues. They advise and provide assurance to the Deputy Chief Executive, System Capability and Programmes, the Chief Executive, the Executive Leadership Team and other Tier 3 leaders across the Ministry.

- **Reporting to:** Deputy Chief Executive, System Capability and Programmes
- **Location:** N/A
- **Family:** Corporate K
- **Salary:** Salary range of \$131,321 - \$177,670

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- **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>Strategy, Planning and Reporting</p> <ul style="list-style-type: none"> • Develop, implement and oversee effective Governance practices for MEC including providing coaching to key governance forums. • Lead MEC accountability processes in accordance with the Strategic and Policy framework outlined in the Departmental Host Agency agreement (these include Annual Report, Annual Review, Select Committee, Estimates questions and hearing, Strategic Intentions). • Develop, implement and oversee an Enterprise risk framework for MEC (utilising DIA subject matter expertise and risk reporting tools). • Implement and oversee MEC’s internal reporting framework, including the people report etc. • Implement and oversee MEC’s external reporting framework including Ministerial reporting and non-financial performance measures. • Review and develop MEC non-financial performance measures using an appropriate methodology, (e.g. PuMP) in conjunction with developing an Outcomes framework for the MEC Strategic Plan. • Review MEC funding programmes as required. • Develop and oversee strategic planning processes to monitor progress against strategic plan and priorities. • Provide advice to the DCE System Capability and Programmes and to the ELT on opportunities to improve MEC’s Performance, Planning and Reporting systems. 	<ul style="list-style-type: none"> • The Principal Advisor is a valued source of advice and expertise by the MEC leadership team and team members. • MEC meets all planning, performance and reporting obligations and uses these accountability process to support business transparency, best practice and development. • Productive relationships across MEC and with DIA Corporate colleagues that support high quality planning, performance and reporting deliverables and processes. • Timely and robust management support information for the MEC leadership team. • MEC ELT and staff have a clear understanding of their accountabilities to support the Planning, Performance and Reporting deliverables.
<p>Business leadership and process improvement</p> <ul style="list-style-type: none"> • In conjunction with the DCE System Capability and Programmes, identify opportunities and provide input into the effective functioning of the Departmental Host Agency Agreement. • Identify and implement improvements to Strategic Planning, Performance and Reporting systems and processes to deliver improved outcomes and efficiencies across the Ministry. 	<ul style="list-style-type: none"> • The Director is a valued source of advice on business process, and improvements and has strong corporate networks that reinforce this view. • MEC embraces a continuous improvement approach.

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Be the liaison point and maintain strong relationships with key stakeholders in DIA to ensure continuity of service and implementation of improvements. Provide thought leadership for ELT and the Ministry across Strategy, Planning, Performance and Reporting disciplines. 	<ul style="list-style-type: none"> MEC has access to DIA tools and methodologies to support business excellence and uses these as a matter of course.
<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	DCE System Capability and Programmes	✓	✓	✓	✓		✓
	MEC ELT	✓	✓	✓	✓		✓
	MEC team members	✓	✓	✓	✓		
	Business Advisors in Policy Group		✓		✓		
	PRC BDS team		✓		✓		
	DIA Strategy, Risk & Governance branch		✓		✓		
	Counterparts in other government agencies as and if required		✓		✓		
	Any external experts engaged from time to time to support MEC in business process methodologies or improvement	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level C
Direct reports	0

Your success profile for this role	What you will bring specifically
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>Experience:</p> <ul style="list-style-type: none"> Expertise in strategy, planning, performance and reporting within the public and private sector. Expertise and understanding of the machinery of government and working

Your success profile for this role	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Leadership • Communicating with influence • Technical and specialist learning 	<p>with government accountability requirements and processes.</p> <ul style="list-style-type: none"> • Demonstrated success leading collaboratively across functionally diverse teams toward shared goals. • People leadership experience • Experience advising or working with management teams. <p>Knowledge:</p> <ul style="list-style-type: none"> • Excellent understanding of strategic planning, performance and reporting frameworks to effectively synthesise and communicate information from multiple information sources. • Proven understanding of government accountability arrangements and processes. • Knowledge of business processes, and a commitment to business process improvement. • Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters. <p>Skills:</p> <ul style="list-style-type: none"> • Previous management experience managing a team. • Strong organisation, analysis and planning skills. • High quality, concise writing skills. • Good analytical skills and understanding of key business tools e.g. excel, Visio and PowerPoint. • Good communication and relationship management skills. • Comfortable dealing with ambiguity, uncertainty and incomplete information. • Innovation and creative thinking skills. • Focus on outcomes and drive for results. <p>Other requirements:</p> <ul style="list-style-type: none"> • 5+ years' working at a Principal level or similar • University Degree – Finance, Economics or similar preferred.



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

Talent and Capability Director

System Capability and Programmes

The Talent and Capability Director 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 Talent and Capability Director will lead the Capability team as part of the System Capability and Programmes business unit. Reporting to the Deputy Chief Executive, System Capability and Programmes, this role will lead a team of direct reports to deliver key capability and talent programmes for ethnic communities and in doing so, improve ethnic representation in the public service, Boards, and governance programmes. The outcome being to lift overall cultural competence across all sectors, including ensuring that our ethnic talent has appropriate professional development for which to prepare them for future positions.

The Director is responsible for managing relationships with key agency hosts and partners, monitoring performance of capability and talent initiatives and providing strategic leadership aligned with Ministry outcomes to create and improve development and career opportunities for ethnic communities. Key to this role is the link to Papa Pounamu, a programme which was established in 2017 within the PSC. It is aimed to bring together diversity and inclusion practices across the Public Service and to support Public Sector chief executives to meet their diversity and inclusion obligations and goals so we can consistently grow our diversity and inclusion capability. This includes growing cultural competence, addressing bias and ensuring that leadership across the public sector is inclusive. This role plays a pivotal part ensuring this is delivered.

- **Reporting to:** Deputy Chief Executive, System Capability and Programmes
- **Location:** N/A
- **Family:** Corporate L
- **Salary:** Salary range of \$152,475 - \$206,290

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>Strategic leadership of Capability and Talent programmes for the Ministry</p> <ul style="list-style-type: none"> • Provide strategic leadership in the development and delivery of the Ministry’s Capability and Talent programmes. • Lead the direction of the Capability and Talent programmes, monitoring performance and reporting through the appropriate governance mechanisms. • Manage the Capability and Talent Programmes effectively through all stages, including planning, risk management, budget management, and monitoring performance. • Actively promote the capability and talent programmes externally to create a positive narrative of the capability of ethnic community members to deliver quality leadership and governance careers within the public service and beyond. • Development of capability tools and resources to support effective delivery of programmes and lift capability within participating agencies. This will also require working closely with other Ministry teams such as HR to develop fit-for-purpose training and development and recruitment resources. • Escalation point for issue management within programmes or between participants and agencies and other external parties who may be required to be involved. 	<ul style="list-style-type: none"> • The Ministry will have a programme of initiatives which meet the needs of both the ethnic community participants and the host/partnering agencies. • The Ministry has sustainable and fit-for-purpose programmes which provide increased capability and development opportunities for participants. • Capability and Talent programmes achieve agreed outcomes and KPI’s. • Senior and governance roles within the public sector are held by ethnic community members who feel supported, equal and included by their professional cohorts.
<p>People leadership and capability development (internal)</p> <ul style="list-style-type: none"> • Lead and inspire by working with direct reports to set clear and positive team objectives and line of sight for each staff member for the achievement of those objectives • Oversight of and overall accountability for the graduate participants’ pastoral care. Undertake semi-regular check-ins/’skip’ meetings/surveys to ensure the wellbeing of all participants and effective performance management within the programme. 	<ul style="list-style-type: none"> • Behaviour in line with MEC values and performance expectations. • 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.

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> • Attract and retain top talent by positioning and developing people effectively within teams and wider Ministry as appropriate. • Continue to build the capability and performance of the team, using a strengths-based approach and leading staff engagement efforts. • Promote, recognise, and reward innovation, diversity of thinking, flexibility, and adaptability within the team. • Demonstrate leadership support for all Ministry initiatives and organisational development, activities, modelling expected behaviours to direct reports to create a desired workplace culture. • Manage the performance, development, and engagement of direct reports in accordance with MEC processes and the needs and priorities of the team. • Coach and mentor team members and any other MEC individuals to support development and engagement and to contribute to organisational culture. • Effectively manage resources against work programmes and within budget and financial allocations. 	<ul style="list-style-type: none"> • Regular culture and engagement activities are undertaken and owned by the team. • The performance and development of direct reports is appropriately planned and managed in accordance with MEC processes and business needs.
<p>Relationship management with key stakeholders</p> <ul style="list-style-type: none"> • Develop and build a network of public service agencies and other organisations to collaborate and work with, positively influencing the Ministry's reputation for delivering meaningful programmes for both participants and hosts. • Build and maintain inter-agency and key stakeholder relationships to ensure effective integration and co-ordination of activities and promote opportunities for MEC capability and talent programmes. • Develop positive reputation within ethnic communities' key stakeholder groups for the provision of career development, training, and support for ethnic communities in the public sector and beyond. • Ensure effective and timely communication is delivered to appropriate audiences and in an accessible way. • Report back to MEC executive leadership on outcomes of capability and talent programmes on 	<ul style="list-style-type: none"> • Agencies and other participating public sector organisations see the Ministry's programmes as leading the way for capability development of ethnic community participants and improved cultural competence within the agency/sector. • Stakeholders have a clear and positive perception of the services and programmes delivered by the Ministry. • Productive relationships and networks are built and maintained both internally and externally.

What you will do to contribute	As a result we will see
a regular basis to ensure MEC visibility and alignment of external relationships.	
Health and safety (for self) <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.
Health and Safety (for team) <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. Implement wellbeing, health and safety policy and practices to manage risks and provide participation opportunities. Create and maintain safe and healthy work environments. 	<ul style="list-style-type: none"> There is clear visibility, strong support and connection to DIA policy and procedures. My approach to health and safety and well-being is leader-led. 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	Programme participants/hosts/partners	✓	✓	✓	✓		
	DCE, System Capability and Programmes	✓	✓	✓	✓		✓
	MEC Leadership Team	✓	✓	✓	✓		✓
	Human Resources		✓		✓		
	MEC Communications advisors		✓		✓		
	Graduate Programme Lead	✓	✓	✓	✓	✓	
External	Participating agencies	✓	✓	✓	✓		✓
	Other parts of government overseeing progress – link to Papa Pounamu - PSC	✓	✓	✓	✓		✓
	L&D / training suppliers		✓		✓		

Your delegations as a manager	
Human Resources and financial delegations	Level C
Direct reports	3
Indirect reports	35+ graduates

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 experience leading and influencing a range of stakeholders. • Strategic leadership and ability to operate across all levels within an organisation. • Experience in managing cross-agency projects. • Experience developing and implementing communications plans. • Experienced commissioning solutions and managing vendors against results. <p>Knowledge:</p> <ul style="list-style-type: none"> • Well-developed understanding of ethnic communities, job capabilities, workforce issues and dynamics and career pathways. • Current and in-depth understanding of competency, career development and performance management frameworks. • Understanding of public sector organisations and of effective HR practices and policies in that context. <p>Skills:</p> <ul style="list-style-type: none"> • Project management skills. • Personal and professional credibility to build effective relationships with senior managers and HR professionals across participating agencies. • Highly developed communication skills, particularly presentation skills and interaction with large groups. • Well-developed coaching and mentoring skills, ability to provide personal guidance and support. <p>Other requirements:</p> <ul style="list-style-type: none"> • University degree desirable.



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

Talent and Governance Lead

System Capability and Programmes

The Ministry for Ethnic Communities (MEC) is the chief advisor to the Government on ethnic diversity and inclusion of ethnic communities in wider society. We seek to support the needs and aspirations of ethnically diverse communities throughout Aotearoa New Zealand and, play a key role in ensuring their views are represented in the development of policy and operational initiatives across the public sector.

The Talent and Governance Lead provides strategic advice and guidance for ethnic communities who are interested in developing their talents for boards and governance.

The Government wants public sector boards to represent the diversity and demographic make-up of New Zealand. This includes ethnicity, gender, age and geographic location.

This programme manages the nominations database for the Ministry, supports candidate readiness for engagement in governance roles and creates networks for qualified candidates from ethnic communities to be recognised for public sector board and committee opportunities. The Ethnic Communities Talent and Governance programme for boards and governance aims to improve ethnic representation on boards, supporting equitable provision of, and access to government services for ethnic communities.

Reporting to the Talent and Capability Director, the Talent and Governance Lead will develop and deliver specialist governance advice and resources and capability tools to ethnic people interested in board appointments. They will proactively use the nominations data base to engage with potential candidates. This role is also responsible for collaboration with other agencies who run similar programmes to ensure a sector wide view of opportunities for nominations from ethnic communities.

- **Reporting to:** Talent and Capability Director
- **Location:** N/A
- **Family:** Corporate I
- **Salary:** Salary range of \$93,166 - \$126,047

What we do matters – our purpose

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How we do things around here – our values



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(*Inclusive*)

Unifying thought, opinion and action for the collective good.



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(*Courageous*)

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Manaakitanga

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Working effectively with Māori

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Spirit of service

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How we work

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- **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>Management of the Talent and Governance programme</p> <ul style="list-style-type: none"> • Execute the Ministry for Ethnic Communities' responsibilities in managing the Talent and governance programme. • Management of the nominations data base, including; <ul style="list-style-type: none"> ○ attraction of candidates and registration into database. ○ Manage the manual search and CV matching function linking suitable candidates to the appropriate opportunity. ○ Provide suitable nomination data to government agency's when roles available. • Work with the office of the appointing agencies or organisation through the nomination and appointment process. • Manage engagement processes with participating and potential candidates to ensure expectations are met. • Develop tools and resources to support candidates or connect candidates to externally available tools, aligning with their career goals and plans (this may be over an extended time frame depending on their career pathway). • Work with MEC HR team to develop training programmes or link with existing development resources available externally. • Promotion of the Talent programme to ethnic communities/candidates and potential candidates/ appointing organisations/supporting networks. • Ensure services are proactively promoted across various targeted channels, using available MEC and external resources as required. • Provide reporting on the programme as part of a regular schedule of monitoring and review to the Talent and Capability Director, ELT and/or Minister as agreed. • Develop and maintain an evaluation process for the Talent and Governance programme. • Link with other MEC capability programmes to contribute to the development of a pathway for 	<ul style="list-style-type: none"> • Participating nominees understand the programme and their role in it. • Participating agencies consider nominees from ethnic communities for suitable governance roles. • The database is effectively and proactively managed, monitored, including governance overview. • Resources and tools are fit for purpose and available to target talent. • Ethnic communities can see a credible career pathway within the public service. • Regular reporting provided to ELT and/or Minister on uptake of the programme, appointment results and further development that nominees may require

What you will do to contribute	As a result we will see
<p>career progression linking entry level through to board readiness to inform and create improved awareness of opportunity for ethnic community members.</p>	
<p>Relationship Management</p> <ul style="list-style-type: none"> • Networking with other organisations such as Leadership NZ, the Institute of Directors, Super Diversity Institute, Women on Boards and etc to build initiatives which expose more public-sector board opportunities for ethnic community nominees. • Involvement in working groups and regular discussions with Public Service Commission. • Networking with other organisations such as Leadership NZ, the Institute of Directors, Super Diversity Institute, Women on Boards and state sector chairs to support delivery of specialist governance advice to candidates on database to enhance their opportunity for selection. • Influencing appointing agencies to promote candidates from the Ministry’s Talent and Governance programme. • Proactively engaging with members of ethnic communities to promote the programme and to attract suitable talent for the database. 	<ul style="list-style-type: none"> • Strong relationships are managed and maintained with external agencies.
<p>Governance</p> <ul style="list-style-type: none"> • Develop specialist governance advice for ethnic people interested in board appointments. • Deliver advice through appropriate channels and audiences. • Prompt response and high-quality feedback provided to candidates and appointing agencies to ensure optimal opportunities for nominations. Track progress of candidates’ journey through the Programme. 	<ul style="list-style-type: none"> • Potential candidates have an awareness of the Talent and governance programme and have all the information they need to participate effectively and equitably in public sector governance opportunities.
<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.

What you will do to contribute	As a result we will see
<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 Implement wellbeing, health and safety policy and practices to manage risks and provide participation opportunities Create and maintain safe and healthy work environments. 	<ul style="list-style-type: none"> There is clear visibility, strong support and connection to DIA policy and procedures. My approach to health and safety and well-being is leader-led. 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	Talent and Capability Director	✓	✓	✓	✓		✓
	MEC Staff	✓	✓	✓	✓	✓	✓
	Other DIA business groups, such as Finance	✓	✓	✓	✓		✓
External	Other government agencies and organisations	✓	✓	✓	✓	✓	✓
	Externally contracted service providers/partners	✓	✓	✓	✓	✓	
	Ethnic community members, stakeholders, and organisations	✓	✓	✓	✓		✓
	Talent programme nominees/candidates and agency's	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Level D
Direct reports	One

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 People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Setting expectations Encouraging innovation Building effective teams Identifying talent and developing others 	<p>Experience:</p> <ul style="list-style-type: none"> Demonstrated experience in successful services delivery for diverse customers and stakeholders. Successful experience collecting and co-ordinating information from a variety of sources and influencing people outside immediate team, including senior managers.

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none"> • Motivating others to achieve results • Developing business acumen • Problem solving • Critical thinking • Navigating complexity • Communicating with influence • Customer Focus • Continuous improvement • Action oriented • Functional and technical skills 	<ul style="list-style-type: none"> • Demonstrated success in service improvement, or a strong commitment to building service improvement expertise. • People Leadership. • Mentoring less experienced staff. <p>Knowledge:</p> <ul style="list-style-type: none"> • Good understanding of public sector machinery of government, including service delivery, planning, reporting and performance management in the public sector. • Good understanding of the value of diversity and the importance of participation and social inclusion. <p>Skills:</p> <ul style="list-style-type: none"> • Strong analysis, planning, and organisation skills. • Well-developed problem-solving skills and ability to work with complexity. • Ability to manage ambiguity confidently and use initiative to proactively seek solutions and resolutions when facing issues. • Responsive to customers by taking a customer-centric view. • Excellent communication skills (written and oral). • Ability to prepare information that is fit for purpose and tailored to the audience. • Excellent relationship management skills, including the ability to influence and work through others. • Ability to gain the confidence of diverse stakeholders. • Good judgement. • Focus on outcomes and drive for results.



Job description

Haere mai

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Principal Advisor Inter Cultural Capability and Language

System Capability and Programmes

The Ministry for Ethnic Communities (MEC) is the chief advisor to the Government on ethnic diversity and inclusion of ethnic communities in wider society. We seek to support the needs and aspirations of ethnically diverse communities throughout Aotearoa New Zealand and, play a key role in ensuring their views are represented in the development of policy and operational initiatives across the public sector.

The Principal Advisor Inter Cultural Capability and Language role provides strategic advice and is accountable for establishing and then implementing an Inter-cultural function for the Ministry which provides cultural capability and language advice for government agencies and other key stakeholders.

Working with other teams across the Ministry, this role will also contribute to strategic initiatives within the Ministry's work programme that are aimed at improving overall cultural intelligence across key functions in government agencies.

Reporting to the Talent and Capability Director, the Principal Advisor Inter Cultural Capability and Language will develop and deliver specialist intercultural advice including multilingual advice, resources and capability tools to enable employers both public and private sectors to better manage intercultural interactions and communication at their workplaces. This role will build and maintain key strategic relationships with leaders and employers both from private and public sector leaders. This role is also responsible for collaboration with other agencies who run similar programmes to ensure a sector wide view of opportunities to value inclusion and ethnic diversity within the system.

- **Reporting to:** Talent and Capability Director
- **Location:** National
- **Family:** Corporate K
- **Salary:** Salary range of \$131,321 - \$177,670

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 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

What you will do to contribute	As a result we will see
<p>Establishing an Inter-cultural function for the Ministry</p> <ul style="list-style-type: none"> • Develop a sustainable programme plan and an associated programme of activity/resource development/engagement and promotional activity for the delivery of the new Inter-cultural function for the Ministry. • Contribute and support the Executive and Senior Leadership within the Ministry to achieve outcomes as part of the Strategic Plan 2022-2025. • Develop clear immediate, medium- and long-term targets for industry to achieve diverse and inclusive workplaces and to obtain the buy-in of organisations to those targets 	<ul style="list-style-type: none"> • Cultural capability and language advice for government agencies and other key stakeholders is delivered and meets the needs of all participants. • Targets are clear for participants and the steps required to achieve them. • Progress towards achieving cultural capability goals can be seen and reported against across the sector.
<p>Implementing Inter-cultural programmes</p> <ul style="list-style-type: none"> • Project managing the development and delivery of updated tools and resources, where appropriate • Lead the collaboration within the Ministry and partnering organisations to deliver an impactful communications and marketing plan for building the profile and growing membership of the programme • Establishing agreements or memorandums of understanding with other key diversity and inclusion initiatives across the sector to ensure alignment and coordination across these initiatives to the benefit of the whole sector • Engagement across all partners to ensure a constructive and collaborative culture to deliver on its objectives • Tracking and monitoring member and stakeholder engagement, and making recommendations for improvement • Provide specialist advice on the utility and provision of multilingual or specific language by relevant government services where appropriate • Build a network of support to appropriately utilise required translation or interpretation services where required. 	<ul style="list-style-type: none"> • MEC is seen as a trusted advisor within the sector and for the delivery of diversity and inclusion programmes, guidance, and resources. • A range of intercultural programmes and associated resources are designed and delivered which meet the needs of participating members and positively promote ongoing and new engagement.

What you will do to contribute	As a result we will see
<p>Strategic advisory and relationships</p> <ul style="list-style-type: none"> Develop and maintain strategic relationships with key stakeholders delivering diversity and inclusion programmes within our sector, to ensure alignment to strengthen the overall sector 	<ul style="list-style-type: none"> Diversity and inclusion programmes are strong and aligned within the overall sector. Trusted advice and guidance is provided both internally and externally across diversity and inclusion issues.
<ul style="list-style-type: none"> Staying up to date on issues affecting diversity inclusion and the sector and identifying opportunities to strengthen and grow the reach of the programme. 	
<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	MEC Executive team and senior leaders	✓	✓	✓	✓	✓	✓
	Ministry wide team	✓	✓	✓	✓	✓	✓
External	Partnering organisations within public and private sector.	✓	✓	✓	✓	✓	✓
	Government agencies and leaders	✓	✓	✓	✓	✓	✓
	Programme developers/vendors and resource developers/contributors	✓	✓	✓	✓	✓	✓

Your delegations as a manager	
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>Experience:</p> <ul style="list-style-type: none"> You are a hands-on change maker. A deep understanding, passion and at least 5 years’ experience in diversity and inclusion programme design.

Your success profile for this role	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none">• Problem solving• Critical thinking• Interpersonal savvy• Navigating complexity• Communicating with influence• Technical and specialist learning	<ul style="list-style-type: none">• Experience in business and product development, and /or change management.• At least 5 years working experience in central government agencies. <p>Knowledge:</p> <ul style="list-style-type: none">• An understanding of Te Tiriti o Waitangi and an appreciation of tikanga Māori. <p>Skills:</p> <ul style="list-style-type: none">• Strategic thinking and the ability to lead and deliver the Inter-cultural capability programme.• Ability to provide specialist advice on the utility and provision of multi-lingual or specific language.• Flexibility, resilience, and a drive to influence and succeed. <p>Other requirements:</p> <ul style="list-style-type: none">• Relevant University Degree required and desirable in the field of intercultural communication and/or programme design.• Above all you are a person who brings their full self to the role.• You are a person who loves connecting people and purpose.• You thrive in an organisation and a kaupapa that you can lean in with your passion for diverse views, diverse outcomes and change.

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

Graduate Programme Lead

System Capability and Programmes

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The Graduate Programme Lead provides leadership of the implementation and continual improvement of the Ethnic Communities Graduate Programme across the public sector, for the Ministry. This Programme places talented graduates into the Public Service for an 18-month period, with the aim of breaking down barriers that exist for people from ethnic communities to enter and progress within the Public Service and improving diversity and inclusion in the sector. Reporting to the Talent and Capability Director, the Graduate Programme Lead will provide pastoral care to the graduate cohort, manage relationships with host agencies and support development and training for participants. The Graduate Programme Lead will also be responsible for recruitment activities and resource development for the programme.

- **Reporting to:** Talent and Capability Director
- **Location:** N/A
- **Family:** Corporate I
- **Salary:** Salary range of \$93,166 - \$126,047

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What you will do to contribute	As a result we will see
<p>Graduate programme management</p> <ul style="list-style-type: none"> • Execute the Ministry for Ethnic Communities' responsibilities in managing the Graduate Programme for Ethnic Communities. • Provide reporting on the programme as part of a regular schedule of monitoring and review to the Director of Capability Programmes. • Draw on the learning and best practice from other government services and programmes in other parts of the Public Service, participant and stakeholder feedback to evolve and further develop services. • Ensure the work programme for services is sustainable by building in resilience through engagement and ownership across and through other agencies. • Graduate programme processes and resources are developed, documented and maintained to allow for business continuity. • Develop and maintain an evaluation process for all services and programmes. 	<ul style="list-style-type: none"> • Participating agencies, users and stakeholders provide timely feedback and understand how their input has been considered. • Participating agencies understand objectives, actions and what is required of them. • Progress is monitored and reported on. Action is taken to resolve any issues. • Services are managed, monitored, and decision-making structures, including governance overview, is in place. • Service Delivery cycles are completed on time and are within budget. • Risks are mitigated, and opportunities are identified.
<p>Graduate recruitment and onboarding</p> <ul style="list-style-type: none"> • Ensure services are proactively promoted across various targeted channels, using available MEC and external resources as required. • Manage any changes or developments to criteria for entry and assessment processes. • Escalation point with participating stakeholders (such as agencies) and service users (such as nominees). • Monitor overall progress and uptake of programmes and services. 	<ul style="list-style-type: none"> • Service users and participants meet the criteria for acceptance. • Service users and/or participants are clear on objectives, service offerings and what is required of them. • Positive feedback from participating agencies and community members.

What you will do to contribute	As a result we will see
<p>Engagement with host agencies</p> <ul style="list-style-type: none"> • Manage engagement processes with participating (and potential participant) agencies to ensure expectations of both/all parties understood. • Ensure effective integration and co-ordination of activities and promote opportunities with agencies. • Communicate needs, plans, progress and outcomes of work programme in an accessible way to a range of audiences. • Manage owners for the Programme in each participating agency. • Maintain and administer appropriate documentation with participating agencies which clearly outlines roles and expectations including MOUs and secondment agreements. 	<ul style="list-style-type: none"> • Strong and efficient working relationships with participating agencies. • Relationships are formalised with the most appropriate agreement. • The Director of Capability Programmes is well advised on issues arising.
<p>Pastoral care and development for graduates</p> <ul style="list-style-type: none"> • Provide 'pastoral care' to candidates and graduates through the coordination and/or delivery of regular individual and/or group sessions. • Support agencies in mentoring and coaching candidates, focusing on both performance and capability development. • Develop tools and resources to support graduate programme delivery, working closely with MEC HR for support with development and delivery. • Undertake performance management that will meet the needs of participants. This includes leading the annual performance review cycle in conjunction with the host agency manager and programme participant. 	<ul style="list-style-type: none"> • We have a schedule of regular training and information sessions and workshops available to our candidates. • Candidates are aware of their career options, and development opportunities. • Candidates will form informed and supported. • The Graduate Programme Lead is a trusted source of information.

What you will do to contribute	As a result we will see
<p>People leadership and capability development (internal)</p> <ul style="list-style-type: none"> • Lead and inspire by working with direct reports to set clear and positive team objectives and line of sight for each staff member for the achievement of those objectives. • Attract and retain top talent by positioning and developing people effectively within teams and wider Ministry as appropriate. • Continue to build the capability and performance of the team, using a strengths-based approach and leading staff engagement efforts. • Promote, recognise and reward innovation, diversity of thinking, flexibility and adaptability within the team. • Demonstrate leadership support for all Ministry initiatives and organisational development activities, modelling expected behaviours to direct reports to create a desired workplace culture. • Manage the performance, development and engagement of direct reports in accordance with MEC processes and the needs and priorities of the team. 	<ul style="list-style-type: none"> • Behaviour in line with MEC values and performance expectations. • 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. • Regular culture and engagement activities are undertaken and owned by the team. • The performance and development of direct reports is appropriately planned and managed in accordance with MEC processes and business needs.
<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. • Implement wellbeing, health and safety policy and practices to manage risks and provide participation opportunities. • Create and maintain safe and healthy work environments. 	<ul style="list-style-type: none"> • There is clear visibility, strong support and connection to DIA policy and procedures. • My approach to health and safety and well-being is leader-led. • 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	Talent and Capability Director	✓	✓	✓	✓		✓
	MEC Staff	✓	✓	✓	✓	✓	✓
	Other DIA business groups, such as Finance	✓	✓	✓	✓		✓
External	Other government agencies on diversity and inclusion – host managers	✓	✓	✓	✓	✓	✓
	Externally contracted service providers/partners	✓	✓	✓	✓	✓	
	Ethnic community members, stakeholders, and organisations	✓	✓	✓	✓		✓
	Graduate programme candidates and participants	✓	✓	✓	✓		✓

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	One (direct) Graduates (x38 – indirect)

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 [People Leader](#).

Keys to Success:

- Setting expectations
- Encouraging innovation
- Building effective teams
- Identifying talent and developing others
- Motivating others to achieve results
- Developing business acumen
- Problem solving
- Critical thinking
- Navigating complexity
- Communicating with influence
- Customer Focus
- Continuous improvement
- Action oriented
- Functional and technical skills

What you will bring specifically

Experience:

- Demonstrated experience in successful services delivery for diverse customers and stakeholders.
- Successful experience collecting and co-ordinating information from a variety of sources and influencing people outside immediate team, including senior managers.
- Demonstrated success in service improvement, or a strong commitment to building service improvement expertise.
- People Leadership.
- Mentoring less experienced staff.

Knowledge:

- Good understanding of public sector machinery of government, including service delivery, planning, reporting and performance management in the public sector.
- Good understanding of the value of diversity and the importance of participation and social inclusion.

Your success profile for this role	What you will bring specifically
	<p>Skills:</p> <ul style="list-style-type: none">• Strong analysis, planning, and organisation skills.• Well-developed problem-solving skills and ability to work with complexity.• Ability to manage ambiguity and confidently and use initiative.• Excellent communication skills (written and oral).• Ability to prepare information that is fit for purpose and tailored to the audience.• Excellent relationship management skills, including the ability to influence and work through others.• Ability to gain the confidence of diverse stakeholders.• Good judgement.• Focus on outcomes and drive for results.

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 the Graduate role as a part of the Ethnic Communities Graduate Programme

Graduate

Host Agency: New Zealand Intelligence Community

The New Zealand Intelligence Community (NZIC) recognises that our success requires us to have a workforce that reflects the community we serve and diversity in its widest context – where people, regardless of difference, are valued and respected. This is why we are proud to be involved with the Ethnic Communities Graduate Programme to offer a targeted pathway into the public service and intelligence community.

Through this programme we aim to build your skills and knowledge through on-the-job learning, and personal and professional development opportunities to help you launch your career within the public sector.

Graduates will be placed in either Government Communications Security Bureau (GCSB) or New Zealand Security Intelligence Service (NZSIS) and complete three 6-month rotations in one of three streams.

- **Reporting to:** ECGP Coordinator
- **Location:** Wellington
- **Salary:** Corporate/E – \$61,440.

Host Agency Purpose

New Zealand Security Intelligence Service (NZSIS)

Ko te whāinga matua o Te Pā Whakamarumaruru ko te tiaki, ko te haumaruru i a Aotearoa, me te motu whānui hoki. E puma ana ā mātou tāngata ki to whāinga mātua, ā, ka whakatinana i o mātou tikanga ia rā: Māhi Tahī, Tu Māia, Ngākaupai, Uruhi me to Aro-whairo.

NZSIS's mission is to keep New Zealand and New Zealanders safe and secure. Our people are dedicated to our mission and live our values, everyday: Collaborative, Courageous, Positive, Drive and Self-aware.

Government Communications Security Bureau

Ko te whāinga matua o Te Tira Tiaki ko te tiaki, ko te whakareki ake i te haumaruru, me te orange o Aotearoa. He nui ngā tāpaetanga ahumahi ahurei, wewero hoki i ngā momo wāhi whānui, engari ko te āhauatanga whakakotahi i ā mātou tikanga: Whakaute, Pumautanga, Ngākau Pono me te Māiatanga.

The GCSB's mission is to protect and enhance New Zealand's security and wellbeing. We offer many unique and challenging careers in a variety of areas, but the one thing all our people share is a commitment to our values: Respect, Commitment, Integrity and Courage.

Host Agency Values

GCSB Values



Respect



Integrity



Commitment



Courage

NZSIS Values



Collaborative



Courageous



Driven



Self-aware



Positive

Role and Responsibilities

As a graduate in the NZIC you will have the opportunity to rotate through various teams over the 18-month programme, exposing you to a diverse range of people and work.

We are looking for Graduates in three streams: Corporate, Technical and Analyst.

Corporate

- As a graduate in our corporate stream, you will be contributing to the enablement of our staff both here and overseas. You will develop an understanding of the complex nature our agencies work within, and through this make a meaningful contribution to New Zealand's national security.
- Roles that fall within the scope of our corporate stream include HR service delivery, policy development and analysis, compliance and risk, commercial services, learning and development, project coordination and management, programme advisor, business architecture, business improvement, information and knowledge management and customer service.
- Tertiary qualifications relevant to this stream include, but are not limited to: Law, Business, Psychology, Sociology, Finance, Public Policy, Education, and Strategic Studies.

Technical

- As a graduate in our technical stream, you will be able to utilise the IT skills you have gained throughout your studies in interesting and unique ways. You will apply critical thinking, research, analysis and technical skills to contribute to project planning, requirements analysis, solution design and system implementation.
- The types of roles you may rotate through include systems, infrastructure or network engineer, software developer, software engineer, technical analyst, cyber security, data scientist project management, information and knowledge management and policy advisor.

- Tertiary qualifications relevant to this stream include, but are not limited to, Computer/Engineering technology (i.e. Computer Science, Information Systems, Engineering Technology), Mathematics and Statistics.

Analyst

- As a graduate in our analyst stream, you will gain experience across a variety of roles within our operationally-focused teams. These roles require the application of critical thinking, research and analysis skills.
- The types of roles you may rotate through include intelligence analyst, strategic analyst, data analyst, business analyst, and intelligence customer representative.
- Tertiary qualifications relevant to this stream include, but are not limited to, qualifications listed under the Corporate and Technical streams.

What you will bring specifically

To be successful in this program we are looking for applicants with the following skills:

- Strong interpersonal and communication skills
- Strong analytical and research skills
- Interest in, and enthusiasm for computer/engineering technology (technical stream)
- Experience with operating systems (Windows and Linux), network configuration, software engineering and/or software programming (technical stream)
- Fluency in other languages (desirable)
- Ability to build and maintain effective relationships
- Effective organisational and self-management skills with a strong attention to detail
- Confidence, flexibility and resilience
- High levels of integrity and ethics
- Good team player

Other requirements:

- Ability to obtain and maintain a Top Secret Special (TSS) security clearance
- An undergraduate or post graduate university degree which has been completed in the last two years.

Eligibility for working with the NZIC

You must meet certain citizenship and security criteria before you can apply to work for us.

Don't discount yourself from applying for a role with us before you've checked your eligibility. Even if you think you may not be able to work for us, you may be surprised. Go on, give it a try!

Use the link below to check whether you're eligible for a TSS security clearance. It'll take about 5 minutes. The results are not part of the formal security clearance process. They just give an indication of whether you can apply for a job with us.

[Check your eligibility for Top Secret Special security clearance](#)

Eligibility for working with the NZIC

Citizenship Requirements

Ideally you will have been a New Zealand Citizen for 10 years. If you don't meet this requirement, then you must:

- hold New Zealand Permanent Residency or a current New Zealand Residence Class Visa, and
- have been a citizen of the UK, USA, Canada or Australia for at least 10 years.

We will occasionally consider applicants who have been a citizen of NZ, UK, USA, Canada or Australia for less than 10 years.

A 15-year checkable background

To get the TSS level of clearance, usually you need a 15-year checkable background, or a background that can be checked back to the age of 18. This means you have lived in countries where NZSIS Vetting can make checks that are meaningful and reliable.

[Find out more about getting a national security clearance](#)

Before you apply!

You'll need to make sure that you are:

- eligible to apply (see above)
- sure of the stream your skills and experience are most relevant to
- willing to undergo checks to gain and maintain a Top Secret Special security clearance
- comfortable not talking to friends and family about where you work or your daily (work) activities
- not openly sharing your application with the NZIC to anybody, other than MEC, at this stage.



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

Job description

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This job description is your go-to place for all the ins and outs of the Graduate role as a part of the Ethnic Communities Graduate Programme

Graduate

Host Agency: Te Kawa Mataaho

Te Kawa Mataaho Public Service Commission (the Commission) leads the public sector to make a positive difference for New Zealand and New Zealanders. Our agency, which houses the Office of the Head of the Public Service, sets the course, role models what good looks like, and leads the system to deliver the results and services that matter to New Zealanders.

Workforce, Employment Relations and Equity

The Workforce Mobility Hub, housed within the Workforce Strategy and Mobility team, facilitates moving people across the Public Service to address crises, government priorities and development needs. In this role, you will work within the Workforce Strategy and Mobility team, directly supporting members of the team and the delivery of the work programme.

This role supports other team members to progress and deliver projects and initiatives in the Workforce Strategy and Mobility team. You will have an interest in building a sustainable Public Service Workforce to deliver exceptional service to New Zealanders.

- **Reporting to:** Director Workforce Strategy and Mobility
- **Location:** Wellington
- **Family/salary:** Corporate/E - \$61,440.

Host Agency Purpose

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

Our purpose is to lead the State services while protecting and enhancing the standards of integrity and conduct that are at the heart of what we do. Working with us is about being part of a small agile team, with a big ambition. Our ambition means we enable our people to push the boundaries and strive for better, while encouraging our colleagues across other agencies to do the same.

We look for people who are talented in many ways and can influence and inspire those around them. We are after people who embody the spirit of service and can deliver for the communities we work so hard for. We offer exciting career opportunities to gain breadth of expertise through work that reaches across the sector.

Host Agency Values

Te Kawa Mataaho Kawa - How we do things



We are bold and brave
Matakite

- We are ambitious for the Public Service and New Zealanders
- We speak up and act with integrity



We value each other
Manaakitanga

- We are inclusive and treat people with respect
- We care, we are kind and support one another



We are unified in service
Kotahitanga

- We are collaborative and work as a team
- We are connected through our networks and relationships



We deliver for Aotearoa NZ
Whakapau kaha

- We take action, inspire trust and confidence
- We empower others and back them to win

Role Duties and Responsibilities

Responsibilities	Outcomes
<p>Project support and coordination</p> <ul style="list-style-type: none"> • Support other team members to progress and deliver projects and initiatives in the Workforce Strategy and Mobility team • Support the response to Workforce Deployment requests 	<ul style="list-style-type: none"> • Team supported to deliver projects and initiatives • Understanding of the drivers, issues and workforce challenges facing Public Service agencies and of the strategy for Workforce Strategy and Mobility in the Public Service
<p>Stakeholder engagement</p> <ul style="list-style-type: none"> • Create and maintain positive relationships with key stakeholders • Assist with meetings, forum and workshop organisation and preparation, including arranging invitations, meeting room set-up and coordinating document distribution 	<ul style="list-style-type: none"> • Network developed within Te Kawa Mataaho and across agencies, such as with key administrators, graduates or advisors, to help the team progress its work • Stakeholders receive high quality, timely advice and products for meetings and workshops
<p>Team</p> <ul style="list-style-type: none"> • Positive contribution to team culture and environment 	<ul style="list-style-type: none"> • Active participation in team activities and initiatives • Contribution to cross-Commission projects and initiatives • Proactive in seeking assistance and supporting others

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

Delegations
 Nil

What you will bring specifically

Experience:

- Ability to think conceptually and think through problems analytically
- Experience in using qualitative and quantitative information sources to draw conclusions
- Able to summarise and bring together information from different sources to draw sound conclusions
- Working cooperatively and collaboratively to achieve team goals
- Curious and motivated to learn new things

Knowledge:

- Knowledge of te ao Māori, tikanga and kawa and/or be open to developing a sound understanding of the implications of Te Tiriti on today's society and public service
- Understanding and a commitment to supporting diversity and inclusion in the workplace

Skills:

- Sound interpersonal skills and relationship building skills
- Strong focus on quality and accuracy
- Sound communication skills, both written and verbal
- Self-motivated, proactive and organised
- Microsoft Office skills to an intermediate level

Other requirements:

- An undergraduate or postgraduate university degree which has been completed in the last two years
- A commitment to supporting diversity and inclusion in the workplace.



Job description

Haere mai

This job description is your go-to place for all the ins and outs of the Graduate role as a part of the Ethnic Communities Graduate Programme

Graduate

Host Agency: Te Kawa Mataaho

Te Kawa Mataaho Public Service Commission (the Commission) leads the public sector to make a positive difference for New Zealand and New Zealanders. Our agency, which houses the Office of the Head of the Public Service, sets the course, role models what good looks like, and leads the system to deliver the results and services that matter to New Zealanders.

We look for people who are talented in many ways and can influence and inspire those around them. We are after people who embody the spirit of service and can deliver for the communities we work so hard for. We offer exciting career opportunities to gain breadth of expertise through work that reaches across the sector.

Strategy and Policy

This role sits in the Commission's Strategic Information team, within the Strategy and Policy group. The Strategy and Policy group is tasked with designing and driving the Public Service of the future. Development of excellent public policy, strategy, research and data analytic skills, a rich understanding of the machinery of government and development of innovative, data and evidence driven approaches contribute to enhancing the future performance of public services.

- **Reporting to:** Chief Data Officer
- **Location:** Wellington
- **Family/salary:** Corporate/E - \$61,440.

Host Agency Purpose

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Whakapau kaha

- We take action, inspire trust and confidence
- We empower others and back them to win

Role Duties and Responsibilities

Responsibilities	Outcomes
<p>Data & Insights</p> <ul style="list-style-type: none"> • Support our data and insights programme through quality research and analysis 	<ul style="list-style-type: none"> • Undertake analysis and provide insights, working with colleagues from across the Commission • Write up and communicate analysis and insights • Undertaking data queries • Creating data visualisations
<p>Project Coordination</p> <ul style="list-style-type: none"> • Provide project coordination 	<ul style="list-style-type: none"> • Help co-ordinate activities within projects • Provide administrative support for Te Taunaki Public Service Census • Project manage regular data collections
<p>Team</p> <ul style="list-style-type: none"> • Positive contribution to team culture and environment 	<ul style="list-style-type: none"> • Active participation in team activities and initiatives • Build and maintain effective relationships • Proactive in seeking assistance and supporting others
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Delegations

Nil

What you will bring specifically

Experience:

- Experience or study with quantitative data or information/data management.
- Experience in managing research projects.

Knowledge:

- Knowledge and/or interest in workforce/employee research, diversity, or public administration.
- Knowledge of te ao Māori, tikanga and kawa and/or be open to developing a sound understanding of the implications of Te Tiriti on today's society and public service.

Skills:

- Some combination of the following would be an advantage:
 - Skills in statistical software: Our environment uses Tableau and R, however experience in other software such as SPSS or SAS is useful
 - Database administration and development, including an understanding of SQL, or an aptitude for learning these skills.
 - Strong Microsoft Excel skills.
 - Understanding of project management software and processes.
- Competent communication skills, both written and oral
- Competent presenting skills, adept at conveying complex information clearly and simply
- Good organisation and administrative skills

Other requirements:

- A commitment to supporting diversity and inclusion in the workplace
 - An undergraduate or postgraduate university degree which has been completed in the last two years.
-



Job description

Haere mai

This job description is your go-to place for all the ins and outs of the Graduate role as a part of the Ethnic Communities Graduate Programme

Graduate

Host Agency: Inland Revenue

Te Tari Taake Inland Revenue (IR) plays a critical role in improving the economic and social wellbeing of Aotearoa New Zealand. We do this by collecting and distributing money - we collect 80% of the Crown's revenue and distribute social support payments.

As a graduate at Inland Revenue, you will have the opportunity to rotate through three teams in our Enterprise Services business group. Enterprise Services supports our people to operate efficiently, effectively and safely, by providing seamless, integrated end-to-end services. The three teams are Learning and Development, Health and Safety, and Marketing and Communications.

- **Reporting to (on rotation):**
 - Domain Lead – Marketing and Domain Lead – Internal Communications
 - Technical Lead – Tax Technical Learning & Development
 - Domain Lead – Organisational Resilience
- **Location:** Wellington, Freyberg Building
- **Family/salary:** Corporate/E - \$61,440.

Host Agency Purpose

At Te Tari Taake Inland Revenue, we're passionate about Aotearoa New Zealand being a great place to live and work. We're making it simpler for everyone to pay tax that pays for the things they value, like health care, education and protecting the environment.

For almost 150 years we've protected the integrity of the tax system, so New Zealanders can trust that everyone is contributing what they are meant to. We support people and businesses with initiatives such as tax credits for working families, child support payments, student loan repayment, and support for businesses impacted by COVID-19.

We are learning to weave te Tiriti o Waitangi principles and te ao Māori through everything we do. We recognise that New Zealand and its communities are diverse, so we are listening to these communities and working to provide a tax system that works for everyone.

We know most New Zealanders believe paying their tax is a good thing. They know we're here to help them. They also know that when people choose not to meet their obligations, we'll take action.

We think paying taxes and getting what you're entitled to shouldn't take a lot of work, which is why we've been changing every part of how we do things. We're using data and analysis in new ways to make it easier for people to get things right and harder to get them wrong.

We're proud to work at Inland Revenue, knowing we help to make Aotearoa New Zealand a great place to live and work, now and in the future.

Host Agency Values

Te Pou o Te Tangata – How we do things at IR

At IR, everything we do starts and ends with people. We demonstrate whanaungatanga, manaakitanga and mahi tika, so IR can continue to make Aotearoa New Zealand an even better place to live and work.

- Whanaungatanga** At IR we work together as a whānau.
We take the time to make connections. We listen in a way that makes people feel heard. We value the experiences of others.
- Manaakitanga** At IR we seek to lift the mana of others.
We're generous with our knowledge and how we support people. We see true value in diversity. We care for those around us.
- Mahi tika** At IR we always seek to do the right thing.
We're open about the decisions we make and the actions we take. We do what we say we're going to do. We're flexible and learn as we go.

Our people work in teams from different parts of the organisation, combining skills and knowledge to do a great job. Being agile, resilient and curious means we're able to help New Zealanders get things right, even when times are challenging.

Every day we work with our colleagues across the public service, the tax community, and organisations throughout New Zealand, to continually improve the tax system for New Zealanders.

Role Duties and Responsibilities

As a graduate at Inland Revenue, you will have the opportunity to rotate through three teams in the Enterprise Services business group. The teams are Learning and Development, Health and Safety, and Marketing and Communications.

Learning and Development (L&D)

This role is about supporting and coordinating across our technical and organisational learning functions to deliver on our L&D strategy.

At IR, we recognise that learning happens all the time in formal (classroom or online), informal (on-the-job) and social (with each other) situations.

We support our culture of learning by having:

- A joined up and connected learning system that delivers learning in a timely and accessible way and enables individual learners' autonomy
- Diverse learning environments that are accessible for everyone. All levels of the organisation are involved in learning, and we measure the impact that learning has on our organisational performance.

We only design learning for things that are unique to us. For example, Tax Technical and Social policy learning and learning about our behaviours and how we work at IR. All other learning is outsourced – recognising that the majority of our learning needs are common to other organisations.

Responsibilities	Outcomes
<p>Coordination</p> <ul style="list-style-type: none"> Support the Technical Lead, Technical L&D team, and the Organisational Development team to deliver learning to the organisation. This includes: <ul style="list-style-type: none"> Marketing and coordinating interest from our people in development opportunities offered from external agencies Managing common queries from across IR and ensuring they are directed to the right people for response Building and managing relationships with key stakeholders to enable information flows between business need and work priorities Administration tasks as required to support the work programme 	<ul style="list-style-type: none"> Learning opportunities are visible and easy to engage with for people at IR Planning tasks are completed accurately and contribute to the overall coordination of the work programme IR people experience a seamless service across technical and organisational learning Build and maintain an understanding of IR and customers to deliver services to meet needs.
<p>Data and information</p> <ul style="list-style-type: none"> Produce and use data (and other information) as requested to advise the Technical Lead and OD team and inform decision-making 	<ul style="list-style-type: none"> Data and Information provided is accurate Information helps to inform decision making
<p>Reporting</p> <ul style="list-style-type: none"> Gather and present information for different audiences 	<ul style="list-style-type: none"> IR has visibility on the uptake and value of different learning options

Health and Safety

Responsibilities	Outcomes
<ul style="list-style-type: none"> Assist in the analysis of our health and safety reporting data, as well as contribute to our work to improve our reporting behaviour as an organisation Assist in IR's approach to ACC and injury management, supporting early return to work and workplace rehabilitation, working to get great outcomes for our employees as well as for IR an employer. Assist to set up and take part in workshops to review business processes and in particular strategies for managing disruption. They could then assist with updating Maestro 	<ul style="list-style-type: none"> Informed actions/controls to apply following data analysis Looking to embed any learnings that result from our injury data. Improvement in the number of critical business processes reviewed and updated

Responsibilities	Outcomes
<ul style="list-style-type: none"> Contribute to IR's work to continually mature our approach to psychosocial safety in the organisation, including Mentally Healthy Work, as well as improving health and wellbeing outcomes for staff 	<ul style="list-style-type: none"> Improving health & wellbeing outcomes for staff

Marketing and Communications

Join a high performing marketing and communications team and use your social media and writing expertise to educate and engage.

Inland Revenue's Marketing and Communications is made up of four teams: Corporate narrative, Internal communications, Information for customers, and Marketing for customer behaviour change.

Reporting to both the Domain Lead for Marketing and the Domain Lead for Internal Communications you will actively contribute to the work of both teams.

For marketing, your role will focus on our creating and managing customer engagement across our social media channels. You will be encouraged to share your ideas and expertise in social media ensuring we reach, educate, and communicate clearly with our customers.

For internal communications, you'll build great relationships, create communications products, write content for our internal channels, load content to our intranet and work with people to ensure their organisation-wide communications are clear.

Responsibilities	Outcomes
<p>Responsibility within Marketing</p> <ul style="list-style-type: none"> In this varied role you will: <ul style="list-style-type: none"> Lead the creation of in-house social media Respond to customer comments on social media Escalate any concerns raised by customers on social media Measure and reporting on campaign activity. 	<ul style="list-style-type: none"> Informed and engaged customers on social media High performing social media campaigns.
<p>Responsibility within Internal Communications</p> <ul style="list-style-type: none"> Write stories for IR's intranet and load them to the CMS Support with communicating internal campaigns to IR people Help to maintain and continuously improve our internal communications channels 	<ul style="list-style-type: none"> Your work contributes to a positive culture at IR through the stories you tell IR people have critical information they need to do their jobs You'll contribute to IR's internal channels being highly effective.

Delegations
Nil

What you will bring specifically

		Learning and Development	Health and Safety	Marketing and Communications
Experience	Customer service and/or service design	✓		
	Event and/or project coordination	✓		
	Data gathering and simple analysis	✓		
	Monitoring and reporting (ideal)	✓		
	Digital literacy – experience working with different technology platforms	✓		
	Working with Sharepoint as platform to market and share learning information (ideal)	✓		
	Enjoy building relationships and collaborating with people to get things done			✓
	Writing papers, researching and incorporating insights from research into their approach with an organisation		✓	
	Engagement with key stakeholders to improve project/initiative outcomes		✓	
	Prefer working at pace to effectively support the needs of the team			✓
Knowledge	Understanding of the role learning and development plays in an organisation	✓		
	Awareness of how NZ government works, ideally in a human resources context	✓		
	Awareness of government Diversity, Equity and Inclusion objectives			
	Understanding of Health & Safety at Work Act 2015, or an awareness		✓	
	Awareness of Business Continuity Practices		✓	
Skills	Planning, organising and prioritisation skills	✓		
	Relationship building and stakeholder engagement skills	✓		
	Listening skills and empathy	✓		
	Strong communication skills (written and verbal) and can adapt tone to reflect the audience	✓		✓
	Have an eye for continuous improvement and innovative engagement			✓
	Be savvy on social media			✓
	Microsoft Office skills, in particular Power Point, Word, Excel, Outlook	✓	✓	
Other	An undergraduate or postgraduate university degree which has been completed in the last two years.	✓	✓	✓
	A relevant marketing qualification is desirable.			✓

Please note:

- You don't have to have specific experience of learning to be successful in this role. If you have an interest in people experience, organisational development, diversity equity and inclusion and learning and development, you will have broad exposure to all of these areas of work.
- We would love to hear from you if you're passionate about the power of communications and comfortable providing excellent advice and have the confidence and curiosity to ask the right questions.



Job description

Haere mai

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Graduate

Host Agency: New Zealand Police

New Zealand Police delivers services that ensure communities are safe and feel secure, with less crime, road trauma and fewer victims. Police operates 24 hours a day in a complex environment actively preventing crime and crashes. With around 14,000 staff, we work from community-based police stations and large policing hubs, operate on land, sea and in the air, and respond to over 860,000 emergency calls every year.

Iwi & Communities

This role will support the Iwi & Communities group to deliver its outcomes and meet business requirements through the provision of financial, logistical and/or administrative support. The purpose this role is to deliver or enable others to deliver [‘Our Business’](#).

- **Reporting to:** Principal Partnerships Advisor – Ethnic (Direct Line Manager TBC)
- **Location:** Wellington (Police National Headquarters)
- **Family/salary:** Corporate/E - \$61,440.

Host Agency Purpose

Our vision is to be the safest country. Our purpose is to ensure everybody can be safe and feel safe.

Host Agency Values

[Our values](#) provide a guide to the way New Zealand Police work, operate and make decisions, and reflect what is important to us and the communities we serve.

Professionalism <i>Look the Part, be the part</i>	We take pride in representing New Zealand Police and making a difference in the communities we serve.
Respect <i>Treat others as they would want to be treated</i>	We treat everyone with dignity, uphold their individual rights and honour their freedoms.
Integrity <i>Actions say it all</i>	We are honest and upholding excellent ethical standards.
Commitment to Māori & The Treaty <i>Stand together</i>	We act in good faith of, and respect the principles of Te Tiriti O Waitangi – partnership, protection and participation.
Empathy <i>Walk in their shoes</i>	We seek understanding of and consider the experience and perspective of those we serve.
Valuing Diversity <i>Many views, one purpose.</i>	We recognise the value different perspectives and experiences bring to making us better at what we do.

Role Duties and Responsibilities

Accountabilities

Service Delivery

Provides a comprehensive administration service that supports the efficient and effective functioning of the Group, including:

- Provides secretarial support to senior managers and group activities as applicable.
- Maintains all records, resources and databases, and ensures they are kept up to date, easily accessible and managed in accordance with national policy
- Co-ordinates information and routine administration data for group performance reporting processes
- Provides general administrative support for the group (including liaison with applicable parties to organise travel, accommodation, venue bookings and/or messing arrangements as required)
- Assists with induction of new staff, etc as required
- Coordinates meetings, interviews and workshops as required; providing logistical support as appropriate
- Ensures all requisitions and procurement for the Group are processed efficiently and that the group has adequate office resources including stationery and computer supplies
- Collates financial coding of all payment and staff expense claims as applicable to the role
- Manages and processes petty cash as applicable to the role
- Maintains close liaison with Business Services Group and keeps manager advised on general budget matters; including trends in spending, increased costs in respect of standard line items and any other relevant costs
- Assists with the update, design and publication of internal resources, and provides Quality Assurance on documents as required
- Receives and screens visitors, where required; replies to queries received by phone, mail and/or email or redirects to the appropriate person
- Receives, sorts, distributes and sends incoming and outgoing communications/mail
- Liaises with external contractors, service providers, other Police staff and members of the public on behalf of the group
- Provides other logistical and/or administrative support to the group as required.

General Operating

- Ensures all instruction and use of equipment is in accordance with standards outlined in policy and procedure guidelines in relation to Occupational Safety and Health (OSH)
- Contributes to the identification of OSH issues within the workplace and ensures they are dealt with appropriately
- Ensures the diversity of the customer base is respected in all undertakings
- Communicates effectively and professionally with colleagues, staff, service providers and other customers

Accountabilities

- Ensures all service requests and complaints are met with a professional, customer-friendly, accurate and timely response
- Participates in problem identification including symptoms, causes and effects
- Continually monitors and assesses customer satisfaction, identifies issues, develops and implements appropriate strategies
- Uses discretion in an appropriate manner in dealing with problems
- Maintains liaison and communication with persons and organisations impacting upon their position
- Contributes to a safe environment by integrating safety and health into all aspects of work practices and places of work.

Teamwork

- Supports the development of a high performing team
- Works effectively as a member of the group and wider police organisation
- Contributes in a positive manner to the setting and achievement of team goals and standards
- Uses interpersonal skills effectively in group or individual situations
- Actively participates in and encourages a team approach throughout the Group
- Manages time effectively and works with others to achieve optimum resource use and "best results" for the organisation, and to ensure consistency of approach.

Relationship Management

- Proactively develops and maintains strong partnerships and relationships across the NZ Police organisation and externally, continually working to exceed customer expectation
- Develops an understanding of roles and responsibilities with key relationships
- Takes a constructive approach to group activities.
- All employees of New Zealand Police are expected to:
- Adhere to New Zealand Police standards of integrity and conduct
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity
- Respect diversity and demonstrate inclusiveness
- Understand the hazards in their work area and eliminate or minimise the associated risk
- Report all accidents, incidents and near misses in MyPolice in a timely fashion
- Actively participate in Wellness and Safety initiatives and training
- Perform other duties and participate in projects as required.

Delegations

Nil Financial Delegated Authority
Nil Direct Reports

Position specific competencies

To be successful in this role you will:

Skills:

- Influence and engage teams, partners and community
- Solve problems and lead sound decision making under pressure
- Plan and prioritise team responsibilities
- Manage team resources and administrative requirements
- Deliver operational media briefings.

Knowledge:

- Know the key strategies within Our Business (Prevention First, Te Huringa o Te Tai, Safer Journeys and Wellness and Safety)
- Know the evidence-based activities that contribute to achieving our targets
- Know our key responsibilities under our employment agreements, the Health and Safety at Work Act and our people focused policies
- Know how to proactively manage or escalate identified risks
- Know how to lead engagement with our diverse communities
- Know how to monitor and manage team health, waiora (well-being) and cultural safety.

Experience:

- Have the experience to lead collaborative engagement with partners and stakeholders
- Have experience in, or engaging with, a range of roles within Police
- Have the experience to foster and encourage innovative and diverse approaches
- Have the experience to coach people and teams
- Have the experience to identify and manage unconscious biases in teams
- Educate and grow our people to deliver the best service.

Other:

- An undergraduate or postgraduate university degree which has been completed in the last two years.



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Intelligence – Business Support

The Business Support Officer contributes to the prevention of crime and road trauma and disruption of criminal activity through the provision of specialist support to the intelligence unit, including collection, collation, storage, retrieval, and dissemination of information for intelligence purposes. The purpose of this role is to deliver (or enable others to deliver) '[Our Business](#)'.

- **Reporting to:** Principal Partnerships Advisor – Ethnic (Direct Line Manager TBC)
- **Location:** Wellington (Police National Headquarters)
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Valuing Diversity <i>Many views, one purpose</i>	We recognise the value different perspectives and experiences bring to making us better at what we do.

Role Duties and Responsibilities

Accountabilities

Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk
- Report all accidents, incidents and near misses in MyPolice in a timely fashion
- Actively participate in Wellness and Safety initiatives and training

Service Delivery

- Contributes to the preparation of core intelligence and analytical products
- Assists the team members of the unit as required with document preparation support
- Uses specialist technical software to collate data, conduct basic statistical and graphic analyses to prepare information ready for analysis
- Conducts research as required by supervisors
- Maintains records management systems in accordance with national policy
- Develops and maintains an understanding of the NZ Police (NZN) intelligence model
- Develops and maintains a thorough knowledge of NZN information management policies and their responsibilities for compliance
- Maintains knowledge of the current crime priorities, control strategies and intelligence priorities of the intelligence unit.

Teamwork

- Contributes to the effective daily operation of the intelligence unit
- Co-operates and works with other members of the intelligence unit to achieve team goals
- Encourages, creates and supports open, honest and constructive relationships with colleagues
- Works effectively as a member of a team
- Contributes in a positive manner to the setting of goals/standards for the unit.

Customer Service

- Provides a prompt and timely response to requests for information and assistance
- Ensures that all service requests and complaints are in with a professional, customer-friendly and timely manner
- Uses discretion in dealing with problems
- Shows initiative when faced with new or unfamiliar tasks and persistence when faced with difficult or time-consuming tasks.

Relationship Management

- Establishes and maintains effective professional relationships with people and organisations with whom the job requires regular contact
- Establishes and maintains appropriate internal and external relationships
- Shares information appropriately and in accordance with legislation and NZN guidelines and policies.

Accountabilities

All employees of New Zealand Police are expected to:

- Adhere to New Zealand Police standards of integrity and conduct
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity
- Respect diversity and demonstrate inclusiveness
- Understand the hazards in their work area and eliminate or minimise the associated risk
- Report all accidents, incidents and near misses in MyPolice in a timely fashion
- Actively participate in Wellness and Safety initiatives and training
- Perform other duties and participate in projects as required.

Delegations

Nil Financial Delegated Authority

Nil Direct Reports

Position specific competencies

To be successful in this role you will:

Skills:

- Influence and engage teams, partners and community
- Solve problems and lead sound decision making under pressure
- Plan and prioritise individual responsibilities.

Knowledge:

- Know the key strategies within Our Business (Prevention First, Te Huringa o Te Tai, Safer Journeys and Wellness and Safety)
- Know the evidence-based activities that contribute to achieving our targets
- Know our key responsibilities under our employment agreements, the Health and Safety at Work Act and our people focused policies
- Know how to proactively escalate identified risks
- Know how to engage with our diverse communities
- Know how to monitor and manage your health, waiora (well-being) and cultural safety.

Experience:

- Have the experience to engage collaboratively with partners and stakeholder.
- Have experience in, or engaging with, a range of roles within Police
- Have the experience to foster and encourage innovative and diverse approaches
- Have the experience to identify and manage unconscious biases.

Other:

- An undergraduate or postgraduate university degree which has been completed in the last two years.



Job description

Haere mai

This job description is your go-to place for all the ins and outs of the Graduate role as a part of the Ethnic Communities Graduate Programme

Graduate

Host Agency: New Zealand Customs Service

The New Zealand Customs Service provides essential services to protect New Zealand's border, manage the risks and opportunities associated with the movement of people and goods, and promote New Zealand across borders.

We promote New Zealand's international trade, collect Crown revenue, and enforce the law by identifying and seizing prohibited imports and exports. We also make sure that lawful travellers and items can move across our border as smoothly and efficiently as possible

People and Capability

The People and Capability (P&C) group includes several key functions that together, lead the development and implementation of strategies to ensure Customs can deliver on its outcomes through its people.

Graduate role - People and Capability

Graduates in Customs will help and assist the Human Resources Service Delivery team to ensure the effective and efficient delivery of HR support, services and processes. You will have the opportunity to interpret HR policies and employment agreements, support recruitment and selection services, and assist with HR reporting; prepare letters, offers of employment and provide advisory services.

- **Reporting to:** People and Capability Business Partner
- **Location:** Auckland
- **Family/salary:** Corporate/E - \$61,440.

Host Agency Purpose

The purpose of the New Zealand Customs Service is to protect New Zealand's border using world class tools, world class people and innovative approaches. We promote New Zealand by facilitating trade and welcoming visitors.

Our Māori name - Te Mana Ārai o Aotearoa - translates as "the authority that screens and protects New Zealand". We have around 1,200 staff across the country, as well as offices offshore.

Host Agency Values

Whangonga Pono – Our Values underpin all that we do at Customs

- **Te Ara Tika** – We do what’s right
We are fair and just and always act with respect for the law and the rights of others
- **Kaitiakitanga** – We are guardians
We protect our past, our present and our future
- **He Tāngata** – We value people
We act together to create and value a multicultural and diverse Customs
- **Pae Tawhiti** – We look forward
We foster innovation, agility and continuous improvement

Role Duties and Responsibilities

Accountabilities	Outcomes
HR Advisory <ul style="list-style-type: none"> • Respond and resolve general queries across HR activities • Triage requests from the business • Escalate requests for advice • Prepare HR documentation • Support the HR Advisory Team with case work (research, investigations, letters and communications) 	<ul style="list-style-type: none"> • The HR inbox is maintained, and responses are within the agreed SLA timeframes • Documentation is accurate and prepared on time • Advisory team are well supported as/when required
Projects <ul style="list-style-type: none"> • Award Ceremonies • Improving Performance Programme • Ad-hoc projects 	<ul style="list-style-type: none"> • Ceremonies run smoothly • Projects are well supported and timeframes are met
Recruitment <ul style="list-style-type: none"> • Assist with the assessment centres and associated administration • Support the Senior Recruitment Advisor with the end to end corporate recruitment campaigns 	<ul style="list-style-type: none"> • Assessment centres run according to the plan • Admin is prepared ahead of assessment centres • All candidates have a good experience during recruitment
Stakeholder Relationships <ul style="list-style-type: none"> • Constructively managing working relationships with colleagues and external stakeholders 	<ul style="list-style-type: none"> • Positive feedback from all stakeholders and colleagues
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

Delegations

Nil

Relationships

This position involves relationship management and representational requirement, both internally and externally of Customs; across the interface of the public service. However, when it does occur it is necessary that it remain positive. Principal stakeholders, with whom the Graduate People and Capability must build and sustain excellent relationships include:

Internal

- Staff and managers of the P&C Group
- Corporate managers
- Operational senior managers and staff
- Customs staff
- People and Capability Leadership Team
- Business Partners

External

- Union partners (PSA, ETU, COA)
- Lawyers
- New Zealand government agencies

What you will bring specifically

To be successful as a Graduate, the appointee requires the following knowledge, experience, skills and personal attributes, or a willingness to quickly upskill in these areas:

- Excellent written and oral communication skills, particularly the ability to communicate clearly, concisely, and in plain language
- Proven ability to apply reasoned, practical thinking to problems and to present thinking in an easily understood and logical manner
- Knowledge of employment legislation, privacy act and HR best practice and awareness of the requirements of working in the public sector
- Demonstrated analytical capability and experience using a range of analytical frameworks
- A friendly, approachable, and open operating style linked to a “can do” attitude and the ability to work well with others
- A team player
- To understand the HR and P&C processes that underpin the operations of Customs, including policy development
- Well-developed computer skills with particular strength in Microsoft Word, Outlook, Excel and PowerPoint
- An understanding of Customs and border management philosophy and practice and how it applies in an international context
- The ability to obtain and retain an appropriate security clearance
- A relevant tertiary level degree in Human Resources, Psychology, Law, Business, or a related discipline
- Adhere to Customs’ Code of Conduct

Additional information

People and Capability group

Includes several key functions that together lead the development and implementation of strategies to ensure Customs can deliver on its outcomes through its people.

Human Resources (HR) Service Delivery

Provides leadership and support across operational and strategic HR management, including HR advisory services, recruitment and selection management, HR information and reporting, and Payroll systems and processes. Acts as the 'touch-point' for the People function at a strategic level through the P&C Business Partners and for all staff and manager queries via online and contact centre shared services.

Learning and Organisational Development

Develops people capability initiatives across Customs that grow talent and build leadership across the organisation, and build a positive workplace culture aligned with Customs' strategic aims.

Design and deliver learning and development frameworks, high quality operational training, training needs analysis and instructional training design, and the use of adult learning methodology.

Kaupapa Māori

Develop initiatives to enhance Customs' relationships with relevant iwi and hapu, ensure Customs operates in a way that is consistent with the Treaty of Waitangi, and build Maori cultural competence among staff and leaders.

Employment Relations and Remuneration

Manage all strategic employment relations matters including collective bargaining and engagement with Customs union partners. Designs and oversees remuneration structures and policy and ensures that these are consistently applied.

Workforce Strategy and Planning

Leads the development of workforce strategy for Customs in conjunction with the wider organisation and ensures workforce planning is, undertaken across the organisation.

Health, safety and wellbeing

Produce, lead and implement initiatives that drive a health, safety and wellbeing culture focused on; team engagement and awareness, monitoring and reviewing, and compliance with relevant legislation. Provide support for the Customs' Executive Board in its Health, Safety and Wellbeing governance role.

Join our team

- [Join our team - New Zealand Customs Service Careers](#)



Job description

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Graduate

Host Agency: New Zealand Customs Service

The New Zealand Customs Service provides essential services to protect New Zealand's border, manage the risks and opportunities associated with the movement of people and goods, and promote New Zealand across borders.

International and Governance Group

The International & Governance Group (I&G) enables Customs to meet its strategic objectives through leading stakeholder engagement internationally and domestically as well as supporting Customs governance arrangements so that risks and opportunities can be acted upon at the earliest opportunity. The Group is responsible for providing international policy advice and driving engagement through Customs staff posted offshore as well supporting domestic and internal stakeholder engagement through a dedicated Stakeholder Communications function that includes media engagement. The Group is also responsible for Ministerial Servicing and ensuring that Official Information Act requests and other similar queries are responded to in an appropriate and timely manner. I&G has responsibility for providing independent assurance to the Comptroller on Customs processes, controls and management of risk, and supporting the organisation across a range of security and integrity matters.

Graduate role - International Policy

Graduates in Customs will help and assist Policy Analysts to provide advice on the strategic direction for Customs and its interface with partner border agencies, and lead Customs' input into responsive policy and/or second opinion advice on proposals from within and outside of Customs. With the guidance or supervision of the Policy Analysts, they also help Customs interpret legislation, regulation and develop policy positions so that it can be applied in an international context.

- **Reporting to:** Regional Manager, International
- **Location:** Wellington
- **Family/salary:** Corporate/E - \$61,440.

Host Agency Purpose

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Host Agency Values

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Role Duties and Responsibilities

Accountabilities	Outcomes
<p>International Policy Trends and Policy Advice</p> <ul style="list-style-type: none"> • Monitor, research, analyse and evaluate trends and developments in the international policy subject area • Identify policy issues and develop solutions in collaboration with internal and external stakeholders • Provide high quality policy advice to the Minister, the Comptroller of Customs and senior managers 	<ul style="list-style-type: none"> • Understand the various international institutions that Customs engages with (e.g. WCO, WTO, APEC, UN) and how these institutions play a part in our international engagement plan. • Ensure Customs is aware of its obligations towards each of these institutions whether it is attendance at meetings, provision of advice or responding to requests • Provide advice advocating New Zealand’s position to delegates attending these forums.
<p>Projects</p> <ul style="list-style-type: none"> • Completing assigned task contributing to the completion of projects and processes 	<ul style="list-style-type: none"> • You routinely accept challenges, drive actions and deliver results • You take the initiative in dealing with roadblocks and potential issues.
<p>Administration</p> <ul style="list-style-type: none"> • Development of policy positions, taking notes, agenda preparation, circulating papers, arranging meetings, reports, printing and copying, document formatting 	<ul style="list-style-type: none"> • Analysis and advice is accurate, supported by the use of evidence and data and all options are identified and considered. • Your written advice is drafted such that it is logical, free of error and does not require significant amendment. • Effectively identify and outline problem definitions for moderately complex issues and work largely independently to develop analytically robust and credible solutions on such issues.

Accountabilities	Outcomes
<p>Stakeholder Relationships</p> <ul style="list-style-type: none"> • Constructively managing working relationships with colleagues and external stakeholders (domestically and internationally) 	<ul style="list-style-type: none"> • You work in partnership or collaborate with others in Customs, across NZ Inc and International partners to progress your work. • Your work demonstrates that you understand different perspectives and take an NZ Inc, Customer and whole of government approach, rather than just a Customs-centric approach.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Delegations

Nil

Relationships

This position involves relationship management and representational requirement, both internally and externally of Customs; across the interface of the public service. However, when it does occur it is necessary that it remain positive. Principal stakeholders, with whom the Graduate Policy Analyst must build and sustain excellent relationships include:

Internal

- Staff and managers of the I&G Group
- Legal
- Operational senior managers and staff
- Customs staff
- Customs Senior Leadership Team

External

- Policy staff in other government agencies
- Other Customs agencies and international bodies
- Relevant industry groups and key stakeholders

What you will bring specifically

To be successful as a Graduate, the appointee requires the following knowledge, experience, skills and personal attributes, or a willingness to quickly upskill in these areas:

- Policy analysis, development and evaluation skills and experience
- Demonstrated analytical capability and experience using a range of analytical frameworks

What you will bring specifically

- Excellent written and oral communication skills, particularly the ability to communicate clearly, concisely, and in plain language
- A friendly, approachable, and open operating style linked to a “can do” attitude and the ability to work well with others
- A team player
- To understand the processes that underpin the operations of the public sector environment, including policy development, Cabinet and parliamentary processes
- Well-developed computer skills with particular strength in Microsoft Word, Outlook, Excel and PowerPoint
- The ability to obtain and retain an appropriate security clearance
- An understanding of Customs and border management philosophy and practice and how it applies in an international context
- A relevant tertiary level degree in public policy, economics, law or a related discipline
- Adhere to Customs’ Code of Conduct.

Additional information

- [Join our team - New Zealand Customs Service Careers](#)

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 the Graduate role as a part of the Ethnic Communities Graduate Programme

Graduate

Host Agency: New Zealand Customs Service

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International and Governance Group

The International & Governance Group (I&G) enables Customs to meet its strategic objectives through leading stakeholder engagement internationally and domestically as well as supporting Customs governance arrangements so that risks and opportunities can be acted upon at the earliest opportunity. The Group is responsible for providing international policy advice and driving engagement through Customs staff posted offshore as well supporting domestic and internal stakeholder engagement through a dedicated Stakeholder Communications function that includes media engagement. The Group is also responsible for Ministerial Servicing and ensuring that Official Information Act requests and other queries are responded to appropriately. I&G has responsibility for providing independent assurance to the executive on Customs management of risk, and supports the organisation across a range of security and integrity matters.

Graduate role - Stakeholder Communications

Graduates in Customs will work in the Stakeholder Communications team. This will involve providing support to the organisation in the areas of ministerial servicing, stakeholder engagement and communications, and responses to official correspondence.

The position will get exposure to a broad range of topics and information spanning international policy and engagement, law enforcement and regulatory systems and responses, and legislation and machinery of government processes.

- **Reporting to:** Correspondence Reviews & Ministerial Services Manager (I&G)
- **Location:** Wellington
- **Family/salary:** Corporate/E - \$61,440.

Host Agency Purpose

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Host Agency Values

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We foster innovation, agility and continuous improvement

Role Duties and Responsibilities

Accountabilities	Outcomes
<p>Stakeholder Communications</p> <ul style="list-style-type: none"> • Investigate, analyse, report on findings, recommend courses of action and prepare responses to complaints, ministerials, and other correspondence. • Gather and collate information and prepare responses to Parliamentary Questions, interagency requests, OIA requests and Privacy Act requests. • Support staff and managers to understand and meet expectations for ministerial servicing and other official correspondence • Support ongoing process and system improvements • Contribute to the planning and delivery of stakeholder engagement events and communications 	<ul style="list-style-type: none"> • Advice and feedback to Customs contains contextual information so that the message is clearly understood. • Advice reflects an understanding of Ministerial and organisational priorities, the views of key stakeholders and is based on sound analytical reasoning. • Feedback from decision makers that your advice, is relevant, targeted, and identifies areas decision makers consider relevant • You routinely identify and work to resolve issues proactively
<p>Relationship Management</p> <ul style="list-style-type: none"> • Build and maintain an excellent working relationship with the Private Secretary to the Minister, the Comptroller’s office, the Stakeholder Communications team, and other Customs staff and managers • Builds positive working relationships with other agencies to support the flow of information, specifically the early release of information. 	<ul style="list-style-type: none"> • You are successfully managing and sustaining relationships • Internal and external stakeholders are comfortable dealing with you and seek your advice and input.

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

Delegations

Nil

Relationships

This position involves relationship management and representational requirement, both internally and externally of Customs; across the interface of the public service. Principal stakeholders, with whom the Graduate must build and sustain excellent relationships include:

<p>Internal</p> <ul style="list-style-type: none"> • Staff and managers of the I&G Group • The Customs Legal team • Operational managers and staff • Customs executive leadership team 	<p>External</p> <ul style="list-style-type: none"> • Staff in other government agencies • Relevant industry groups and key stakeholders as applicable
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What you will bring specifically

To be successful as a Graduate, the appointee requires the following knowledge, experience, skills and personal attributes, or a willingness to quickly upskill in these areas:

- A knowledge of a wide range of legislation applicable to the Customs environment – in particular the Customs and Excise Act 1996, the Official Information Act and the Privacy Act
- Excellent written and oral communication skills, particularly the ability to communicate clearly, concisely, and in plain language
- The ability to apply legislation correctly, and communicate legislative requirements to clients and colleagues using non-technical language
- The ability to gather, analyse and manage information to make meaningful decisions, and take a broad perspective and examine the implications of a particular situation in terms of its wider contextual ramifications on Customs and external organisations
- Well-developed computer skills with strength in Microsoft Word, Outlook, and Excel.
- A team player with a friendly, approachable, and open operating style linked to a “can do” attitude and the ability to work well with others
- The ability to obtain and retain an appropriate security clearance

What you will bring specifically

- A relevant tertiary level degree in public policy, economics, law or a related discipline – would consider Communications and Media
- Adhere to Customs' Code of Conduct

Additional information

- [Join our team - New Zealand Customs Service Careers](#)

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 the Graduate role as a part of the Ethnic Communities Graduate Programme

Graduate

Host Agency: Ministry of Transport

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

The Policy Adviser role is part of our Strategy & Investment Group or the Regulatory & Data Group. The Strategy & Investment Group maintains an overview of transport strategy for New Zealand. They provide high level strategic design and quality, timely and effective policy advice and support for the Ministry and the transport sector. The Regulatory & Data Group is the centre of excellence for quality, timely and effective regulatory policy, and evidence based analysis for the Ministry and the transport sector.

The role of the Policy Adviser is to provide and contribute to high quality, well-researched and reasoned policy advice on transport issues, support the team in the development of the Ministry's strategies and provide high-quality written responses to, and advice about, official correspondence.

- **Reporting to:** Policy Manager
- **Location:** Wellington
- **Family/salary:** Corporate Band/E - \$61,440

Host Agency Purpose - Te Aronga o te Ratonga Tūmatanui

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.

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

- **Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that's what transport should do for New Zealanders.
- **New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of its people.
- **Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish, and grow.

Host Agency Values

KEI ROTO MĀTAU INVESTED	We are committed and responsible
HE MĀIA BOLD	We are courageous, shaping our place in the world
MAHI NGĀTAHI COLLABORATIVE	We are connected and journey with others

Role Duties and Responsibilities

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role. You will enjoy building relationships and collaborating with people to get things done.

Responsibilities

Policy Participation

- Develop and maintain a good understanding of the principles and practices relating to transport policy.
- Prepare policy advice on transport issues including Cabinet papers and briefs for the relevant Ministers, and comment on papers prepared by other agencies.
- Conduct research relevant to transport.
- Prepare or contribute to ministerial speeches, media statements and responses to parliamentary questions, and draft replies to ministerial and department correspondence.
- Identify and analyse issues and trends, opportunities and problems relating to transport.
- Develop policy advice, as far as possible, from conceptual stage through to Cabinet decision and legislation and implementation.
- Support the passage of new legislation and its introduction in association with the Legal team.

Project Participation

- Contribute to team and Ministry planning processes, and to the development of strategies and work programmes to enhance the overall effectiveness of the team and hence the professional standing of the Ministry of Transport.

Representing the Ministry

- Attend Cabinet Committees and Select Committees as required.
- Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups.

General

- Meet the objectives and performance measures agreed to with the Manager.
- Ensure records are created and maintained in accordance with the Public Records Act 2005 (specific recordkeeping responsibilities are located in the Ministry's Information Management Policy under "Information ownership, roles and responsibilities").

Responsibilities

Health, Safety and Wellbeing

At the Ministry we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report incidents and hazards promptly
- Know what to do in the event of an emergency
- Ensure personal health and safety standards are adhered to when at work or offsite when working.

Delegations

Nil

Relationships

Internal

- Policy teams and managers
- Finance
- Legal
- Engagement & Communication
- Business Support teams
- All managers and staff

External

- Minister and Associate Minister and their office
- Transport sector entities
- Government agencies and their organisations
- External providers/Consultants

What you will bring specifically

Knowledge:

- Public sector processes would be an advantage

Skills:

- Excellent writing skills
- Strong numerical ability

What you will gain/Experience:

- Policy development
- Provision of briefing papers
- Project management
- Writing ministerial correspondence and briefings
- Interpreting legislation would be an advantage

Other requirements:

- A commitment to supporting diversity and inclusion in the workplace
- An undergraduate or postgraduate university degree in a relevant field, which has been completed in the last two years.



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 People and Support Services

System Capability and Programmes

Reporting to the Deputy CE System Capability and Programmes, the Director of People and Support Services is responsible for contributing to the planning, reporting and overall leadership of the Ministry's Human Resources (HR) function and ensures that the Ministry has the necessary strategy, policies and operational processes in place to recruit, retain and effectively manage its people whilst ensuring that practices meet the requirements of the Administering Agency (DIA) and are exemplars of best practice. The Director of People is part of the MEC leadership team who will work with colleagues to provide strategic and operational leadership.

The Director of People is also responsible for the delivery and management of Security, Health, Safety and employee wellbeing services for the Ministry.

- **Reporting to:** Deputy Chief Executive System Capability and Programmes
- **Location:** Wellington
- **Family:** Corporate L
- **Salary:** Salary range of \$152,475 - \$206,290

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>HR Advice, policy and operations</p> <ul style="list-style-type: none"> • Ensuring that the Ministry is supported and advised in all areas of people leadership, performance management, recruitment, induction, legislation and policy requirements, training and development, remuneration, job evaluation, change management, employee assistance programme, professional supervision and employment relations, including the management of associated risks • Ensuring that payroll information is provided to DIA as required • Ensuring that HR policies, practices and processes meet statutory compliance obligations, DIA requirements, state sector guidance and the Ministry's needs • Ensuring compliance with employment, Health and Safety legislation • Providing strategic and operational leadership of the Ministry's Human Resources (HR) function and ensures that the Ministry has the necessary strategy, policies and operational processes in place to recruit, retain and effectively manage its people whilst ensuring that practices meet the requirements of the Adminstrating Agency (DIA) and are exemplars of best practice • Actively work with the Deputy CE System Capability and Programmes to contribute to the planning, reporting and overall leadership of the Ministry • Delivers Health, Safety and employee wellbeing services for the Ministry • Lead a programme of work to ensure that staff, members of the public and the government retains the highest level of confidence in the Ministry's ability to safeguard the personal information we hold. The programme will be focused on lifting the Ministry's privacy maturity capability and creating a privacy aware culture 	<ul style="list-style-type: none"> • MEC's direct services are delivered efficiently and achieve identified outcomes • High levels of commitment to continuous improvement in service delivery • Satisfied customers and positive feedback • Fit for purpose communications using a range of channels for different audiences • Timely delivery of high quality, evidenced based advice • Key areas of government policy and service delivery are accessible, and responsive to ethnic communities' aspirations and needs • Advice consistently reflects the outcomes of sound engagement with key stakeholders and communities • Increased inclusion and participation of NZ's ethnic communities and recognition that diversity is a key feature of our national identity
<p>HR Strategy and organisational development</p> <ul style="list-style-type: none"> • Providing strategic, proactive and timely HR advice to support MEC people leaders • Developing and implementing an HR strategy and plans to meet the Ministry's resourcing needs, including workforce planning, culture, training and development; induction and onboarding • Developing organisational development programmes – such as evolving our values and our Whāinga Amorangi plan for MEC staff 	<ul style="list-style-type: none"> • Behaviour in line with the People Leader profile of the DIA Capability Framework • Staff have a clear line of sight between their work and the direction of the team and the Ministry • High performing and high potential staff are effectively recruited, developed, supported and retained

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Developing and implementing strategies to promote and enhance the capabilities of the Ministry's leadership team, ensuring up-to-date understanding of HR issues, risks and obligations through advice, communication and training Developing and implementing operational plans for the HR team and managing outputs and performance to ensure agreed outcomes are met Accountable for overseeing the successful conclusion of complex employee relations issues and cases within the business unit 	<ul style="list-style-type: none"> Regular culture and engagement activities are undertaken and owned by the team The performance and development of direct reports is appropriately planned and managed in accordance with MEC processes and business needs
<p>Stakeholder and relationship management</p> <ul style="list-style-type: none"> Proactively coach people leaders and their teams to drive the people agenda Provide collective updates to the Deputy CE System Capability and Programmes regarding any issues requiring discussion/resolution Demonstrate an understanding of key business issues and effectively influence and coach managers in relation to people initiatives Build strong relationships with people leaders to better understand the issues and pressures they face in their day-to-day environment Demonstrate strong knowledge and understanding of the business to support people leaders Ensure that the relationship with DIA is appropriately managed 	<ul style="list-style-type: none"> The performance and development of direct reports is appropriately planned and managed in accordance with Ministry processes and needs Satisfied customers and positive feedback Regular culture and engagement activities are undertaken and owned by the team Relationships with DIA and other stakeholders are positive and support improved delivery and impact of MEC services
<p>Security</p> <ul style="list-style-type: none"> Contribute to the development of a strong and sustainable security culture with an emphasis on physical security across MEC Provide advice to the Property Group and DIA projects on physical security including moves, new offices or changing business requirements Work effectively with MEC managers to provide advice and guidance on physical security 	<ul style="list-style-type: none"> Trusted physical security advice that aligns with Protective Security Requirements and MEC business needs MEC's physical security policies are kept up-to-date An uplift in MEC's business maturity with respect to workplace physical security
<p>Services</p> <ul style="list-style-type: none"> Overseeing the provision of Security and Health, Safety and Wellbeing services including the development of policies, processes and practices 	<ul style="list-style-type: none"> MEC's direct services are delivered efficiently and achieve identified outcomes High levels of commitment to continuous improvement in service delivery Satisfied customers and positive feedback Fit for purpose communications using a range of channels for different audiences
<p>Health and safety (for self)</p>	<ul style="list-style-type: none"> A safe and healthy workplace for all

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans <p>Health and safety (for team)</p> <ul style="list-style-type: none"> Inform, train and equip staff to carry out their work safely Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> people using our sites as a place of work. All requirements of The Ministry's Health and Safety policy and procedures are met. <hr/> <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 The Ministry'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	Chief Executive Ministry for Ethnic Communities	✓	✓	✓	✓		✓
	Deputy CE System Capability and Programmes	✓	✓	✓	✓		✓
	MEC Leadership team	✓	✓	✓	✓	✓	✓
	MEC staff		✓		✓		✓
	DIA's DCEs, senior managers	✓	✓	✓	✓		✓
External	Minister for Ethnic Communities and the Ministry for the Minister for Ethnic Communities	✓	✓	✓		✓	✓
	Cabinet Committees and Select Committees of Parliament	✓	✓		✓		
	Ethnic community leaders, organisations, and community members	✓	✓	✓	✓		
	Other government agencies whose work is relevant to ethnic communities (DPMC, PSC and Te Arawhiti)	✓	✓	✓	✓	✓	✓
	Local authorities and other community organisation and NGOs as relevant to the work of MEC	✓	✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	
Direct reports	

Your success profile for this role	What you will bring specifically
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 People Leader .	<p>Experience:</p> <ul style="list-style-type: none"> Proven success in people and team leadership skills, including motivating and inspiring others

Your success profile for this role	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none"> • Setting expectations • Encouraging innovation • Building effective teams • Identifying talent and developing others • Motivating others to achieve results • Developing business acumen 	<ul style="list-style-type: none"> • Significant experience in building people capability that is conceptually robust and well evidenced • Advanced ability to gain the confidence of diverse stakeholders, including Ministers and Ministers’ offices, senior executives, and others working in the diversity and inclusion/social cohesion field • Experience at Senior Leadership level; • Strong technical expertise and proven experience in a senior HR leadership role; <p>Knowledge:</p> <ul style="list-style-type: none"> • Excellent understanding of the political process, the role of the public service, and of the machinery of government • Knowledge of diversity and inclusion and social cohesion matters <p>Skills:</p> <ul style="list-style-type: none"> • Advanced communication and influencing skills • Excellent political savvy, relationship management, communication and influencing skills • Leadership skills – demonstrated ability to lead and develop a high performing team • Strong strategic skills – ability to see the big picture, and link day to day team activities to the operating model and overall strategic direction of the 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"> • A tertiary qualification in a relevant area or equivalent experience; • Cultural sensitivity and an understanding of Māori Tikanga; • Able to obtain and maintain an appropriate security clearance if required



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 Communications Advisor

System Capability and Programmes

The Senior Communications Advisor will expertly work across the Ministry to lead, connect, inspire, identify and coordinate communications opportunities. They will provide insight to ensure Te Manu Karere (Communications) best supports the Ministry's outcomes and priorities.

The role will also act as a trusted partner for the Ministry and work collaboratively across the organisation and with external stakeholders.

The Senior Communications Advisor is also responsible for the creation and delivery of effective communication content across all Ministry channels, in support of our overall strategic communications plan. This role will have a particular focus on social media, email newsletters and website content management.

- **Reporting to:** Director of People and Support Services
- **Location:** National
- **Family:** Corporate I
- **Salary:** Salary range of \$93,166 - \$126,047

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 whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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

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>Communications planning, content production including digital content and content management</p> <ul style="list-style-type: none"> • Develop and maintain a deep understanding of the business of the Ministry in order to develop and deliver business-aligned communications plans, programmes and activities. • Develop communications plans that clearly identify and outline objectives, risks, mitigants, key messages, and plans for engaging with both internal and external audiences. • Maintain an overview of, and actively contribute to, an integrated approach to communications for the Ministry. • Communications planning and delivery to support BAU and key internal change initiatives. • Producing and managing the content across a range of online and offline channels – social media platforms, intranet, newsletters and publications and videos. • Provision of additional communication support where necessary for Ministers office including talking points, high level speech notes and MEC press releases. • Consult with the organisation to provide proactive communications support and advice on reputational risks and issues and best practice communications. • Ensure the Ministry’s website consistently meets quality standards and reflects the needs of diverse audiences. • Support the ongoing development of the website. • Lift the user experience across our digital platforms including the website and social channels. • Support internal capability within the Ministry in the use of digital platforms. 	<ul style="list-style-type: none"> • Development and delivery of business-aligned communications plans that support achievement of strategic business objectives and outcomes. • Communications activity that is well planned, measurable and informed by business and audience needs. • A consistent and coherent approach to communications planning and activity for functional areas. • Well managed digital content, which delivers effective communication to targeted audiences.

What you will do to contribute	In practice
<p>Advice and delivery</p> <ul style="list-style-type: none"> • Provide advice on how to best utilise integrated communications and communications channels to deliver against business objectives. • Provide support for communications initiatives and programmes to support delivery of business programmes and outcomes. • Manage and develop communications content that contributes to Ministry wide channels. • Provide quality assurance and advice on the development of business content communications. • Ensure the Ministry’s communications activity is consistent with MEC communication and brand policies, standards and expectations. 	<ul style="list-style-type: none"> • Business receives timely and quality advice on how best to use communications to deliver against its business objectives. • The communications activity of the Ministry, including initiatives and projects are proactively managed and delivered. • The Ministry is effectively represented in the media. • Development of high-quality strategic communications content.
<p>Stakeholder relationship management</p> <ul style="list-style-type: none"> • Engage effectively with staff and senior leaders across the Ministry and be a strong advisor and influencer. • Give trusted and respected communications advice and assurance to the Director of People and Support Services and provide support on related communications to the Chief Executive, the Executive Leadership Team and other leaders. • Support and manage effective media engagement and proactively identify opportunities to positively position the organisation. • Develop and maintain strong working relationships other agencies’ communications teams as required to order to deliver integrated multi-agency communications. • Support proactive internal communications opportunities that positively position the Ministry. • Work effectively and in partnership with production company’s and service providers to deliver content or finished products for the Ministry. 	<ul style="list-style-type: none"> • Senior Communications Advisor is able to effectively influence key stakeholders on the best approach for communications. • Senior Communications Advisor is seen as a trusted, credible advisor and effective leader of communications. • Key stakeholders, including Director of People and Support Services, feel well-supported on key issues. • Communications is seen as a trusted and valued partner and advisor to the business. • Communications advice is sought out, taken on board and acted on by the business. • Effective relationships are established and maintained with the media that enable MEC to proactively manage its reputation in the media. • MEC Communications is seen as responsive and supportive of a system-wide approach to communications.

What you will do to contribute	In practice
Health and safety (for self) <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 of People and Support Services		✓		✓		✓
	Systems Capability and Programmes team members	✓	✓		✓		✓
	Senior Leadership Team	✓	✓	✓	✓		✓
	Executive Leadership Team	✓	✓	✓	✓		✓
	MEC Staff	✓	✓	✓	✓		✓
External	External production companies and vendors	✓	✓	✓	✓		✓
	External Media	✓	✓	✓	✓		✓
	Sector Interest Groups		✓	✓	✓		
	Ministers' offices				✓		✓

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"> • A minimum of 5 years' experience in developing and delivering business-aligned communications strategies and plans. • Proven experience in managing and influencing senior stakeholders, both internal and external. • Experience in engaging with media. • Digital media and content production and management experience <p>Knowledge:</p> <ul style="list-style-type: none"> • Strong knowledge of communications principles and frameworks. • An understanding of government structures and processes. <p>Skills:</p> <ul style="list-style-type: none"> • The ability to develop a deep understanding of the business and its operating context. • The ability to think critically and strategically about issues and develop fit for purpose solutions. • The ability interpret data to understand audience needs and tailor the communications approach accordingly. • The ability to work at all levels of organisations and to relate to and gain the confidence of stakeholders. • Well-developed influencing and negotiations skills. • Strong planning and organisational management skills. • The ability to coach others to communicate effectively in public forums and with stakeholders. • Extensive oral and written communication skills, with ability to deliver in fast paced and deadline driven environments <p>Other requirements:</p> <ul style="list-style-type: none"> • A relevant tertiary qualification or equivalent professional experience.



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 HR and Wellbeing Advisor

System Capability and Programmes

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

The Senior HR and Wellbeing Advisor will lead the recruitment function for the Ministry. This role will also design and deliver continuous learning and development opportunities for staff and work with our graduate programme team to support their learning and development requirements.

The Senior HR and Wellbeing Advisor will work with the Director of People and Support Services to provide HR advice to support the delivery of the people work programme for MEC. This role will support MEC with performance, remuneration, employment relations and wellbeing advice ensuring that MEC managers are supported with all facets of HR.

The Senior HR Advisor will also be responsible for the wellbeing programme for employees and graduates.

- **Reporting to:** Director of People and Support Services
- **Location:** N/A
- **Family:** Corporate I
- **Salary:** Salary range of \$93,166 - \$126,047

What we do matters – our purpose

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Spirit of service

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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>Recruitment</p> <ul style="list-style-type: none"> • Leads the recruitment function for the Ministry (MEC) ensuring robust recruitment processes are undertaken. • Develop a recruitment strategy for MEC and identify where a specific recruitment strategy is required for specific groups or roles. • Identify and consult on changes to the recruitment policy, processes, information and resources, including resources to assist hiring managers and provide support. • Build recruitment capability by reviewing current and developing new training resources (e.g. eLearning). • Develop resources that support hiring managers requirements and move towards recruitment and selection approaches that move beyond a ‘replace like with like’ approach. • Special focus on increasing our diversity. • Develop options and resources that improve advertising and search to increase the diversity of applicants, e.g. investigating diverse job boards and other recruitment advertising options, how our advertising needs to change to encourage ethnic groups and non-traditional applicants to apply for different jobs. • Create guidance materials and resources to educate employees involved in the recruitment process. • Focus on increasing the understanding of unconscious bias and cultural awareness during the recruitment process, with the result that managers understand their own bias, the impact bias has in a recruitment process and how to eliminate bias. 	<ul style="list-style-type: none"> • Managers are well informed of DIA OD plan initiatives how these may impact them and what they need to do. • Workplace and workforce trends and business intel are fed into the people strategy to inform timely responses and proactive planning.

What you will do to contribute	As a result we will see
<p>HR Advisory</p> <ul style="list-style-type: none"> • Implements the People work programme, including initiatives (strategies, policies, processes and practices) to achieve agreed outcomes. • Provides best practice HR advice, and policy and procedure implementation across MEC. • Facilitates business solutions based on sound problem definition and analysis. • Works with other MEC functions to analyse and provide relevant information that identifies performance improvement opportunities for the branch. • Works with the business to apply changes that arise from issues identified in HR reporting and monitor these issues working with the Principal Advisor Strategy, Performance and Reporting. • Delivers on directions, priorities and expectations for work programmes, tasks and performance. • Contributes to and deliver on workforce planning initiatives, with oversight and provision of advice on recruitment activity. • Works with the Director of People and Support Services to develop and deliver the development work programme. 	<ul style="list-style-type: none"> • Managers receive timely high-quality HR advice that enables them to make sound HR decisions. • Managers are well informed on all HR and people initiatives. • All MEC staff are supported and guided with the people work programme.
<p>Wellbeing</p> <ul style="list-style-type: none"> • Provide advice to all staff around wellbeing. • Work with the Capability team with on wellbeing programmes for our ethnic communities. • Work collaboratively with staff to source wellbeing options as required. • Build and maintain strong relationships with external wellbeing providers. • Primary point of contact for EAP services. • Source wellbeing offerings for staff that are fit for purpose. • Design and manage the wellbeing calendar and opportunities on behalf of the Ministry. • Support managers with return to work plans for staff where required. 	

What you will do to contribute	As a result we will see
<p>Learning and Development</p> <ul style="list-style-type: none"> • When necessary, work with third party subject matter experts to design, and develop high quality programmes and across the Ministry. • Create e-learning content for delivery. • Design and develop quality learning and development materials and resources to support development requirements across the Ministry. • Facilitate internal learning events and workshops. • Support the Director of People and Support Services to build Ministry’s leadership capability by providing fit for purpose, specialised L&D advice and coaching to leaders. • Schedule and organise development activities in a way that maximises uptake by the business. • Support the Director of People and Support Services to set a clear L&D strategy for the Ministry. • Work with the Director of People and Support Services to develop specific learning and talent development plans to close key gaps for MEC and new staff. 	<ul style="list-style-type: none"> • MEC delivers quality, on time L&D initiatives that are well received and build capability. • Managers identify appropriate L&D initiatives for their people. • Managers, learning and development professionals and colleagues are clear on their roles in delivering quality learning and development advice.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Establishes and maintain sound working relationships with managers and employees across MEC. • Coaches and mentor managers to be effective people managers and leaders. • Uses business intelligence to inform the development of work programmes. • Appraises and updates the Director of People and Support Services and the Executive Leadership Team on critical issues or areas of sensitivity. 	<ul style="list-style-type: none"> • A trusted advisor who has the confidence of the business and provides fit for purpose advice and services. • Increased management/leadership capability.
<p>Change management</p> <ul style="list-style-type: none"> • Supports the Director of People and Support Services with change management projects and culture-shaping for MEC. 	<ul style="list-style-type: none"> • Change processes are successfully run and any risks are identified and mitigated.
<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	MEC Managers and employees	✓	✓	✓	✓		✓
	DIA HR	✓	✓	✓	✓		✓
	System Capability and Programmes team	✓	✓	✓	✓		✓
External	PSA	✓	✓	✓	✓		✓
	Graduates	✓	✓	✓	✓		✓
	Legal representatives	✓	✓	✓	✓		✓

Your delegations as a manager

Human Resources and financial delegations	Level Z
Direct reports	nil

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 [Specialist](#).

Keys to Success:

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

What you will bring specifically

Experience:

- A proven history of achievement in delivery of high-quality generalist HR services.
- Significant experience in effectively managing a wide range of relationships.

Knowledge:

- A working understanding of the Employment Relations Act, Privacy Act and other relevant employment legislation.
- Significant experience and demonstrated knowledge of HR systems and processes, such as job evaluation systems.

Skills:

- Strong communication skills including the ability to persuade and influence at senior level to obtain optimal outcomes.
- Sound writing skills and the ability to write for specific audiences.
- Confident presentation and/or training delivery skills.

Other requirements:

- A tertiary level qualification – in HR related discipline or equivalent.



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

People and Support Advisor

System Capability and Programmes

The People and Support Advisor provides advice and support on the Ministry for Ethnic Communities support services.

The People and Support Advisor contributes to the smooth delivery of office management within the Wellington office, is the liaison point for health and safety on privacy, property and security functions. This includes at times delivering training to staff on these programmes.

- **Reporting to:** Director of People and Support Services
- **Location:** Wellington
- **Family:** Delivery F
- **Salary:** Salary range of \$57,561 - \$77,876

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 whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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

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>Health and Safety</p> <ul style="list-style-type: none"> • Provide expert advice on Health, Safety and issues and best practice in a timely manner and with a collaborative approach. • Provide support to the Risk and Assurance and Health and Safety Committees. • Provide support and advice around health & safety for MEC staff and leadership, ensuring that our H&S obligations are applied and delivered as appropriate. • Work closely with the Senior HR and Wellbeing Advisor on the linkage between Health and Safety compliance and wellbeing offerings. • Advise on the interpretation and application of Health and Safety legislation in the context of the Ministries operations. • Responsibility for ensuring the Health and Safety Policy and other documentation is kept updated. • Develop and maintain relationships with relevant external agencies, i.e. Work Safe, DIA, ACC and staff from other government departments in similar roles to facilitate health and safety. • Organise the health and safety representatives training programmes and assist the representatives to be effective in their roles, this includes the facilitation of all health and safety monthly meetings. • Provide monthly reporting on health and safety matters. 	<ul style="list-style-type: none"> • Health and Safety compliance is adhered to at the highest level. • Health and Safety risks are escalated to the Director of People and Support Services. • Health & Safety Policies and processes are fit for purpose and up to date.
<p>Support, development and advice</p> <ul style="list-style-type: none"> • Provide support to the Director of People and Support Services to deliver to MEC's obligations around Privacy legislation. • Develop resources, training and guidance material on privacy. • Support the MEC Incident Management team and assist as and when required in this space. • Provide support to MEC employees on systems and tools to ensure they are fit for purpose. • Provide support and advice on property and security functions. • Liaise with staff and managers to ensure maintenance issues are dealt with satisfactorily. • Liaise with contractors and DIA Property on maintenance and minor construction matters. 	<ul style="list-style-type: none"> • The People and Support Advisor is a trusted and valued MEC team member. • Relationships with DIA are maintained and managed appropriately and any vendors that MEC may require. • Privacy is included in everything we do.

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Work with DIA health and safety, property and security business units as required. 	
<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	Deputy Chief Executive System Capability and Programmes	✓	✓		✓		✓
	Director of People and Support Services	✓	✓	✓	✓		✓
	MEC Executive Leadership team	✓	✓		✓		✓
	System Capability and Programmes team members	✓	✓	✓	✓		✓
	MEC team members	✓	✓	✓	✓		
	DIA health and safety, property and security services		✓	✓	✓		✓
	Externally contracted vendors		✓	✓		✓	
	Ethnic community members, stakeholders, and organisations	✓	✓	✓	✓		

Your delegations as a manager	
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 Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Customer Focus Continuous improvement 	<p>Experience:</p> <ul style="list-style-type: none"> Experience providing services delivery and/or services advice in a public sector context. Experience managing multiple projects and prioritising time to deliver results. Proven experience developing and managing relationships with business

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none">• Teamwork and peer relationships• Action oriented• Self-development and learning• Functional and technical skills	<p>partners or stakeholders to achieve outcomes.</p> <p>Knowledge:</p> <ul style="list-style-type: none">• An understanding of the political process, the role of public servants, and the machinery of government.• An understanding of service delivery as a lever to achieve government goals, and the importance of the government drive to deliver better public services.• Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters. <p>Skills:</p> <ul style="list-style-type: none">• Good business analysis, planning and organisation skills.• Good communication skills.• Excellent relationship management skills, including an ability to work effectively with diverse stakeholders, and achieve outcomes.• Competence across Microsoft Office programmes.

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