



Deputy Chief Executive, Policy and Analytics

Primary Focus:

This role is a critical member of the Ministry's Executive Leadership Team, working closely with the Minister and Chief Executive to shape and implement a policy agenda that improves outcomes for ethnic communities across government.

It has responsibility for the development of high quality policy and advice and data analytics, building and leading a high performing policy group that creates trust and confidence cross agency and with key stakeholders.

Establishing and implementing a data analysis function that can significantly improve the evidence base for government key decision making will be a priority outcome for the policy group.

As a member of the Executive Leadership Team:

Your focus is whole of Ministry, with oversight on the present operational matters, but spending much more time on the future and across the sector and the wider public service. As a team we will work collaboratively and inclusively across all parts of the Ministry, supporting each other to take a collective view.

Your success in this role depends on:

- A passionate commitment to improving outcomes for ethnic and faith-based communities
- Experience of shaping and agreeing a policy work programme with Ministers
- A proven track record of successfully delivering cross-agency policy outcomes
- Outstanding relationship management skills and experience of influencing policy across government
- Significant experience as a strong people leader
- Experience in analysis of critical trends in ethnic diversity to influence policy development across the public sector.

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.

Working effectively with Māori

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

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

How we do things around here – our principles and values

The Ministry is currently undertaking a review of our principles and values to better align with our purpose.

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.

Scope of role

Reporting to	Chief Executive
Location	Wellington
Business unit functions	Policy research and analysis, ministerial briefings and advice, advisory to the Minister
Direct reports	3
Total staff	11
Human Resources and Financial delegations	Level B
Health and Safety at Work Act 2015	Responsibilities as an Officer of the Ministry
Security clearance level	Secret

Leadership characteristics you will need

[Leadership Success Profile - Public Services Commission](#)

Strategic Leadership | Mana Rautaki

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

In practice this will include:

- Leading the way, the Executive Leadership Team connects and engages with our people about our strategic direction and ways of working
- Leading and facilitating strategic kōrero collectively with the Executive Leadership Team, senior leaders, and their people, that stretch and challenge our thinking about how we deliver our policy and analytical services to best support the Ministry's strategy (e.g. Shaping policy for the future, infrastructure and the role it plays in future work environments, inclusive and diverse culture)
- Leading the mahi and engagement with our people that takes our organisational culture to its next level, in a way that keeps us true to our principles and enhances our organisational performance
- Adopting an approach that ensures functional strategy development is well connected across the public sector and ethnic communities and is informed from a starting point of good internal and external intel, and is premised on what we have to deliver, as well as how we deliver in line with our culture and principles
- Leading and facilitating the development of frameworks, business models and tools to support the operation of a diverse, multi-faceted Ministry
- Ensuring we have sound, achievable and living functional strategies in place that resonate well across Te Tari Mātāwaka and the sector, and in doing so helps guide how we prioritise and sequence our mahi, and achieve outcomes for ethnic communities

Delivery Management | Te Whakahaere o te Tuki

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.

In practice this will include:

- Leading the development and implementation of a prioritised and sequenced work programme to deliver on the business unit's services, endorsed and adopted by organisational leaders
- Actively working on ensuring each part of the business unit is aligned and joined up in its approach and style of delivery in a way that enhances delivery of services and organisation performance, and is understood and valued by our external customers (e.g. collating information useful for informing insights, reporting in the context of organisation performance measures, customer feedback insights on business performance in relation to organisation delivery needs)
- Building line of sight through to our organisation's common purpose and strategy, so that every individual in your business unit can tell you what they are doing, why, how and how well
- Delivering on central agency performance expectations across the spectrum of functions (e.g. inclusion and diversity, gender pay)
- Leading a sound financial strategy grounded in organisational strategy and building the financial capabilities across the organisation to deliver on that
- Leading and championing policy programmes of work, responsibilities and expectations (e.g. health and safety, well-being, capability development, financial integrity)
- Managing trusted, responsive and pro-active relationships with our Ministers, central agencies, other government departments and the sector

System Leadership | Te Mana o te Tikanga

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, and people levers.

In practice this will include:

- Using organisation performance metrics to gauge the internal health of the organisation, and provide insights about how improvements could be made
- Continuing to re-imagine the business units service delivery approach and best way to engage people in the mahi (e.g. reframing the relationship with our external customers and building a culture around this, delivering services that enable Te Tari Mātāwaka to 'plug and unplug' as the organisation changes, balancing the need for common and tailored services)
- Being transparent about the costs, choices and trade-offs that need to be made in relation to service offerings (e.g. prioritising service delivery)
- Leading the development and implementation of investment in infrastructure, thinking of whole of government common capability offerings
- Keeping a keen eye on what's happening within the organisation, identifying potential risks and working collectively with the leadership team to address them in an early, constructive and pragmatic way while providing assurance to the Chief Executive (e.g. ensuring we deliver on our State Sector Act good employer obligations)
- Working with the Executive Leadership Team to ensure our Te Tari Mātāwaka profile is preserved and enhanced in relation to our role in the system of core policy services
- Actively connecting with networks (functional leaders and Heads of Profession) across the sector, public service and with central agencies, shared across the leadership team, to convey a joined up and informed organisation

Talent Management | Te Whakahaere ā Parapara

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.

In practice this will include:

- Leading our mahi to frame and manage Policy & Analytics talent management and our reputation as a great place to work for everyone
- Developing your team and services that can pivot quickly in line with changing circumstances (e.g. working with them to ensure the right balance of capacity and capability, streamlining ways of working to focus critically on what makes the biggest difference)
- Taking a coaching-based talent management approach to your people's performance and development
- Helping to build critical capability in a way that becomes second nature and takes our organisation to the next level of performance (e.g. ensuring that Te Aka Mātāwaka and a Māori lens is consistently applied to our work from the get go, enhancing our ability to provide joined up strategic thinking, advice and information)
- Helping set the tone of our organisation and using the strengths of our internal culture to achieve our goals
- Mobilising our senior leaders to own the management of the work, enabling the executive to focus more externally and into the future



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

Job description

Haere mai

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Executive Assistant

Ministry for Ethnic Communities

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

- **Reporting to:** Deputy Chief Executive
- **Location:** Wellington
- **Family:** Corporate F
- **Salary:** Salary range of \$57,217 - \$77,410

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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

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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>Deputy Chief Executive Support</p> <ul style="list-style-type: none"> • Provide personal and confidential support to the Deputy Chief Executive with effective diary management and the prioritisation of commitments • Prepare draft contracts and other documentation as required • Support the Deputy Chief Executive's workflow requirements and ensure that relevant papers are ready ahead of meetings and there is time in the diary for review • Monitor and follow up on due dates for correspondence, report-backs and other commitments • Manage Deputy Chief Executive's travel requirements as required • Prepare agenda and meeting papers for the Leadership Team meetings • Produce and disseminate minutes to meeting participants in a timely fashion and monitor completion of action points • Schedule and organise team events • Ensure effective lines of communication to CE, managers and other staff are in place 	<ul style="list-style-type: none"> • The Deputy Chief Executive is able to focus on being effective and efficient in their core roles • The Deputy Chief Executive's needs are anticipated, and their diary is accurate and up-to-date • The Deputy Chief Executive is provided with the correct meeting papers and feels well prepared for meetings • Deadlines for papers and correspondence are met • The Deputy Chief Executive's time is used effectively • Leadership teams are well organised and efficient, with clear action points recorded and monitored
<p>Organisation and Management Support</p> <ul style="list-style-type: none"> • Facilitate the prompt and timely dissemination of critical information to MEC staff and stakeholders as required • provide professional liaison with Minister's office as required • Build and maintain effective relationships with the team, department staff and key stakeholders • continuous improvement of workflow systems and processes to support the effective use of staff time • Maintain both paper based and electronic filing systems 	<ul style="list-style-type: none"> • Effective, timely and proactive organisational support is provided to the Executive Director and the Leadership Team • An effective relationship with the Minister's Office • A well organised office • There are efficient and effective administrative systems and processes • Effective working relationships with all key stakeholders
<p>Documentation</p> <ul style="list-style-type: none"> • Provide word processing and document preparation support to the Deputy Chief Executive • Prepare and format documents, presentations, spreadsheets, briefings and Ministerial correspondence to agreed standard as required • Ensure documentation is filed appropriately and in accordance with departmental standards in the department's document management system 	<ul style="list-style-type: none"> • Documentation is prepared to agreed standards in an accurate and timely manner • All documents filed correctly and can be readily accessed when required • The Office looks to you for expert advice and support on the management of, and access to, MEC documents

What you will do to contribute	As a result we will see
<p>Financial Administration</p> <ul style="list-style-type: none"> Process all invoices for the Deputy Chief Executive, by checking invoices, coding and arranging for appropriate signoff. Reconcile P-Card Forward invoices to Finance within agreed timeframes Complete monthly accruals Compile reimbursement claims for Deputy Chief Executive 	<ul style="list-style-type: none"> Payments are processed according to Departmental process, delegations and policy Invoices are received by Finance within agreed timeframes and suppliers are paid on time The Office looks to you to provide expert advice and support in financial administration
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Know what to do in the event of an emergency Co-operate in implementing rehabilitation plan 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Your delegations as a manager

Human Resources and financial delegations	2
Direct reports	0

Your success profile for this role

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

Keys to Success:

- Customer Focus
- Continuous improvement
- Teamwork and peer relationships
- Action oriented
- Self-development and learning
- Functional and technical skills

What you will bring specifically

Experience:

- Demonstrated experience in providing efficient and effective personal assistance at Deputy Chief Executive or Senior Management level
- Experience in office management, technology and systems.
- Demonstrated experience working across diverse teams in multiple locations

Knowledge:

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

Skills:

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

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• A commitment to customer service and a positive 'can do' attitude• Judgement, tact, confidentiality and integrity• Is resilient and able to work effectively under pressure• An innovative approach and a commitment to improve systems and processes• Ability to prioritise workloads, negotiate deadlines in the face of competing demands, and to work independently• Detail and quality focused with the ability to anticipate risks and the consequences of decisions and commitments• Confidence in using the suite of Microsoft Office applications• Proficiency in working with financial management systems and information• IT acumen in the use of all forms of office technology <p>Other requirements:</p> <ul style="list-style-type: none">• Business Administration Diploma (or similar) is desirable• Understanding of matters relating to diversity, inclusion and social cohesion.

Released under the Official Information Act 1982



Job description

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Private Secretary

Ministry for Ethnic Communities

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

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

- **Reporting to:** Deputy Chief Executive Policy and Analytics
- **Location:** Wellington

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How we do things around here – our values



Whakakotahitanga

(*Inclusive*)

Unifying thought, opinion and action for the collective good.



Ngākau Pono

(*Authentic*)

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

What you will do to contribute	As a result we will see
<p>Parliamentary questions, and Official Information Act requests.</p> <ul style="list-style-type: none"> Ensure the Minister is well supported for meetings including for appropriate officials to attend, ensuring the Minister is well briefed and any actions are completed. Manage the development and submission of portfolio related Cabinet and Cabinet Committee papers. 	
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed.

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

Your delegations	
Human Resources and financial delegations	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"> • Some experience in a Policy environment or Policy role. • Have worked for/within a government department, agency or crown entity. <p>Knowledge:</p> <ul style="list-style-type: none"> • A good understanding of the machinery of government and political nous. <p>Skills:</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills. • Strong relationship management skills with the ability to work with senior managers across the Ministry and with other Minister’s Offices. • Ability to work well under pressure, prioritise work and demonstrate sound judgement. <p>Other Requirements:</p> <ul style="list-style-type: none"> • The ability to obtain and maintain a Confidential National Security Clearance. Some roles will require Secret or Top Secret. <p>May be required to:</p> <ul style="list-style-type: none"> • Be available for working outside normal working hours. • Be available to travel with the Minister. • Drive a Ministry vehicle, rented vehicle or private vehicle while on Ministry business. A current driver licence is essential in these circumstances.

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Job description

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Director of Analytics, Monitoring and Evaluation

Policy and Analytics

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

The Director will be accountable for building, managing and leading the Ministry's Analytics, Monitoring and Evaluation Team. This role is responsible for delivering on Ministry's data and analytics products, which provides the basis for the delivery of high-quality policy advice to support government decision-making.

The aim of the Team is to either develop or work closely with others to build and significantly improve the evidence base to better understand current wellbeing of ethnic communities and what works to improve outcomes. Over time, the team will help monitor and evaluate the impact and effectiveness of government policies and interventions that affect ethnic communities and their wellbeing. This will help to build long-term changes to support ethnic communities and for improved policies, initiatives and practices. This function is a first of its kind for the Ministry. The Director has the opportunity to make their mark and shape the work programme as they see fit.

- **Reporting to:** Deputy Chief Executive, Policy and Analytics
- **Location:** N/A
- **Family:** Policy L
- **Salary:** Salary range of \$141,719 - \$191,738

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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	In practice
<p>Systems Leadership</p> <ul style="list-style-type: none"> • You will position your team and the Ministry to shape, define and respond to the future needs of ethnic communities. 	<ul style="list-style-type: none"> • Provide strategic leadership, vision and direction to develop and implement a prioritised, integrated and sequenced work programme to deliver on the Ministry’s strategic priorities for the analytics function. • Identify emerging imperatives and broader implications and supply requisite evidence in a timely manner to support advice. • Provide high level strategic advice to the DCE, ELT and Ministers to support decision-making.
<p>Influential Leadership</p> <ul style="list-style-type: none"> • You know when to effect change through your work programme and when to seek to influence others to deliver outcomes. 	<ul style="list-style-type: none"> • Ensure regular, effective and robust engagement with public sector agencies with similar work programmes or ability to be suppliers of data. • Proactively look for opportunities to drive or collaborate with senior colleagues on initiatives that have potential to deliver positive outcomes for ethnic communities. • Take a systems approach to building the work programme, working collaboratively with other agencies to deliver evidence and develop an understanding of what it will take to improve the experience of end users. • Ability to persuade and gain active participation of others (such as other subject matter experts across the Ministry, senior stakeholders and staff).
<p>Organisational Leadership</p> <ul style="list-style-type: none"> • You will drive innovation and continuous improvement and to strengthen whole-of organisational performance. 	<ul style="list-style-type: none"> • Provide leadership for your team, across the business unit and the Ministry to deliver joined-up advice to Ministers. • Contribute to Senior Leadership cohort. • Support collaboration and encourage others to come with Ministry wide view. • Foster a continuous improved culture and work across the organisation to strengthen organisational and business unit performance to achieve gains in effectiveness and efficiency. • Demonstrate leadership support for all Ministry initiatives and organisational development activities, modelling expected behaviours to create a desired workplace culture. • Delivering on the business unit and team goals,

What you will do to contribute	In practice
	<p>measuring and evaluating work programme performance, and identifying issues or risks and implementing mitigation strategies or escalating when appropriate.</p>
<p>People Leadership</p> <ul style="list-style-type: none"> You are a people leader responsible for leading high performing teams through strength-based coaching. 	<ul style="list-style-type: none"> The team has the requisite tools and support to be a high performing team (i.e. processes and frameworks to ensure quality is embedded, and workload appropriately managed) and ensure people’s wellbeing is a primary focus. Create and retain a high performing team by coaching the team to continue their development and challenge them to think critically about how the function can address current and future needs. Set clear expectations for individuals (i.e. communicates and role-models the behaviours required to achieve expectations). Support, reinforce and manage individual high performance, development and engagement of direct reports. Challenging thinking to foster innovation in people leadership and represent ideas to be included for SLT and ELT discussion. Develop team capability (i.e. encourages diverse talent and addresses capability gaps across their team as a whole).
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. Co-operate with DIA’s health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed. All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> Keep our people healthy, safe and well. Demonstrate and be accountable for an active commitment and visible behaviours that are aligned with our vision. Holding management to account for 	<ul style="list-style-type: none"> There is clear visibility, strong support and connection to the Ministry’s policy and procedures. Appropriate resources and processes are available to manage risk and participate. Improved key performance indicators, employee satisfaction and retention.

What you will do to contribute	In practice
<p>meeting policy, key performance indicators, and vision.</p> <ul style="list-style-type: none"> Leadership through effective planning, setting clear direction in the wellbeing, health and safety strategy. 	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	MEC ELT	✓	✓	✓	✓		✓
	MEC DCE, Policy and Analytics	✓	✓	✓	✓		✓
	MEC managers	✓	✓	✓	✓		
	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	✓	✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	Level C
Direct reports	3

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 	<p>Experience:</p> <ul style="list-style-type: none"> Demonstrate extensive experience in the New Zealand public sector or similar overseas context in delivering analytics projects, including experience in managing teams for 5+ years. Experience in building and leading teams who can collaborate, communicate, interpret technical information, provide advice and insight from data and present interactive dashboards and slides.

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none">• Empowering people for success• Inspiring others through vision and purpose	<p>Knowledge:</p> <ul style="list-style-type: none">• Maximising the value of data from existing data sets and undertaking deep dives in response to analytical question and developing findings.• Ability to harness mixed method skills to develop a robust evident base, highlight knowledge gaps and find innovative ways to address gaps. <p>Skills:</p> <ul style="list-style-type: none">• Inquisitive and insightful, with the ability to create a paradigm shift and support the uplift of research, statistical analysis, and insights development capability maturity across the organisation.• Understanding of Ministry and central government agencies needs and shape the Ministry function and influence other agencies' functions to meet future needs.• Ability to form constructive working relationships with diverse stakeholders, both non-technical and technical.• Ability to lead, develop and inspire people-fostering to a high level of functional expertise.

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Job description

Haere mai

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

Principal Analyst – Analytics, Monitoring & Evaluation

Policy and Analytics

The Principal Analyst is a thought leadership position at the Ministry. The role provides high quality analytics support to build the evidence base to better understand current wellbeing of ethnic communities and what works to improve outcomes. The role will be responsible for collaborating with other members of the team, colleagues across the Ministry and other suppliers of data sets to share complex data into clear, meaningful, and easy to understand evidence.

This is a role established within the newly formed Analytics, Monitoring and Evaluation Team. Responsibility for the role is expected to evolve over time. Ultimately, the role will deliver analytical outputs to positively influence and inform policy analysis primarily undertaken by the Ministry's Policy and Analytics business unit. It will also inform policy development undertaken by other public sector agencies.

- **Reporting to:** Director of Analytics, Monitoring and Evaluation
- **Location:** N/A
- **Family:** Policy K
- **Salary:** Salary range of \$129,315 - \$174,596

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.

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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.



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(Kind)

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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

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What you will do to contribute	In practice
<p>Thought leadership</p> <ul style="list-style-type: none"> You are a subject leader for the Ministry and recognised as a thought leader in your field. You build the Ministry’s credibility by contributing to the knowledge base in the public sector, sharing, synthesising and influencing thinking and forging links with key stakeholders. 	<ul style="list-style-type: none"> Support the Director to uplift research, statistical analysis and insights development capability maturity across the organisation. Proactively identify areas for analytics deep dives and collaborates with cross-disciplinary teams to provide joined up Ministry advice. Promote and ensure use of appropriate techniques, methodologies and tools to ensure robustness. Ability to harness mixed methods skills to develop a robust evident base, highlight knowledge gaps and find innovative ways to address gaps.
<p>Project Management</p> <ul style="list-style-type: none"> Effectively manage policy projects or parts of larger projects, including the development of key milestones, timelines, consultation processes, risk analysis and resourcing requirements. 	<ul style="list-style-type: none"> Projects and delegated activities are delivered in line with Departmental frameworks and timeframes. The Director is kept informed of progress and any potential risks are identified and appropriate mitigation strategies developed. Strong and efficient working relationships with key stakeholders.

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What you will do to contribute	In practice
<p>Plan and manage work</p> <ul style="list-style-type: none"> You are able to work under broad direction from the Director, able to proactively self-initiate when required, plan and manage your work programme. 	<ul style="list-style-type: none"> Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices. Lead, scope and develop the analytics and monitoring functions and contribute to short, medium and long terms plans for research, monitoring and data analysis. Lead the development and maintenance of data analysis best practice systems, documentation and quality assurance processes. Work collaboratively to embed and activate analytical outputs to inform policy, strategy, planning, engagement and decision-making activities for the Ministry. Takes responsibility for accessibility, retrievability and security of datasets and assess the integrity of data. Ensured information handling procedures are in places. Develop content dashboard, presentation and other documents that responds to user needs. Mentor and coach other advisors/analysts, in the application of high level analytical and strategic thinking skills. Contribute to the delivery of projects focused on building the overall capability of the Ministry to deliver high quality policy advice and operational services.

What you will do to contribute	In practice
<p>Advice and influence</p> <ul style="list-style-type: none"> • Provide advice that is informed by a sound understanding of the policy process, rigorous analysis, effective quality assurance and a wide cross-sectoral focus. 	<ul style="list-style-type: none"> • Scan the national and international environment to identify what can inform the Ministry’s analytics function. • Influence and advance paradigm shifts in response to the policy environment. • Your advice is based on fit-for-purpose analysis. Critically synthesises information from a wide variety of domains, uses expert knowledge of the policy area and applies sound judgement to draw conclusions. • Communication and information are accurate and is passed in a professional manner.
<p>Relationship Management</p> <ul style="list-style-type: none"> • You are able to build and maintain effective relationships with the team, Ministry staff and external stakeholders – both technical and non-technical. 	<ul style="list-style-type: none"> • Effective working relationships with key internal and external stakeholders. • Trust and confidence in the Ministry policy outputs by the Minister and cross-agency stakeholders. • Cultivate relationships with professional bodies, obtaining and sharing information to enhance our data analysis capability.
<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.

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Internal	MEC ELT	✓	✓	✓	✓		✓
	MEC DCE Policy & Analytics	✓	✓	✓	✓		✓
	Director of Analytics, Monitoring and Evaluation	✓	✓	✓	✓		✓
	MEC Policy Team	✓	✓	✓	✓		
	Customers of the Ministry's policy advice	✓	✓	✓	✓		
	MEC Principal Analysts	✓	✓	✓	✓		
	Other MEC staff	✓	✓	✓	✓		
External	Cabinet Committees and Select Committees of Parliament	✓					
	The Department of the Prime Minister and Cabinet and The Treasury	✓	✓	✓	✓		
	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	✓	✓	✓	✓		

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"> • 5+ years' experience in data analysis, research and/or monitoring and evaluation. • Experience in producing high quality written work in either a professional or academic context. • Experience collaborating with others to communicate and interpret technical information to non-technical audiences. • Provide findings and advice from data and present interactive dashboards and slides. • Bonus – experience working with policy advisors. <p>Knowledge:</p> <ul style="list-style-type: none"> • Awareness and knowledge of the political process, the role of public servants, and the machinery of government. • Knowledge of appropriate techniques, methodologies, tools to ensure robustness. • Bonus – knowledge of data, research and evaluation methods specific to population groups. <p>Skills:</p> <ul style="list-style-type: none"> • Ability to undertake routine analytical tasks independently and pick up new issues and areas with relative ease. • Excellent written communication and relationship management skills. • Ability to work under pressure, juggle multiple assignments, and deliver to deadlines. • Comfortable working in ambiguous environment, can work across teams, disciplines. Encourages innovation to lead problem solving and assessment of risks and issues. <p>Other requirements:</p> <ul style="list-style-type: none"> • A University Degree.



Job description

Haere mai

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Director of Policy

Policy and Analytics

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

The Director will be accountable for managing and leading the Ministry's Policy Team shape and implement an ambitious policy agenda. Operating as a public sector systems leader, the Director will partner with tier 3 leaders across the Ministry and government to influence systems change to improve outcomes for ethnic communities

- **Reporting to:** Deputy Chief Executive, Policy and Analytics
- **Location:** N/A
- **Family:** Policy L
- **Salary:** Salary range of \$141,719 – 191,738

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What you will do to contribute	In practice
<p>Systems Leadership</p> <ul style="list-style-type: none"> You will position your team and the Ministry to shape, define and respond to the future need of ethnic communities. 	<ul style="list-style-type: none"> Provide strategic leadership, vision and direction to develop and implement a prioritised and sequenced work programme to deliver on the Ministry's strategic priorities. Identify emerging imperatives and lead the development of immediate actions and long-term strategies to improve outcomes. See policy issues through a range of perspectives, recognising broader implications and show leadership to navigate high levels of complexity and ambiguity. Provide high level strategic advice to the DCE, ELT and Ministers to align government priorities, organisational objectives and stakeholder aspirations.
<p>Influential Leadership</p> <ul style="list-style-type: none"> You know when to effect change through your work programme and when to seek to influence others to deliver outcomes. 	<ul style="list-style-type: none"> Ensure regular, effective and robust engagement with public sector agencies. Proactively look for opportunities to drive or collaborate with senior policy leaders on initiatives that have potential to deliver positive outcomes for ethnic communities. Takes a systems approach to issues and leverages strong relationships with a range of senior leaders across the public and community sector to deliver sector. Ability to persuade and gain active participation of others (such as other subject matter experts across the Ministry, senior stakeholders and staff) on contentious issues. Providing accurate advice at critical junctures to decision-makers using our political nous to continually assess how the system is responding.
<p>Organisational Leadership</p> <ul style="list-style-type: none"> You will drive innovation and continuous improvement; to strengthen whole-of organisational performance. 	<ul style="list-style-type: none"> Provide leadership for the Policy team, across the business unit and the Ministry to deliver joined-up advice to Ministers. Develop effective leadership presence and communication with Ministers, members of Minister's office and the Ministry's senior leaders. Contribute to Senior Leadership cohort and support collaboration and encourage others to come with Ministry wide view. Foster a continuous improved culture and work across the organisation to strengthen organisational and business unit performance to achieve gains in effectiveness and efficiency.

What you will do to contribute	In practice
	<ul style="list-style-type: none"> • Demonstrate leadership support for all Ministry initiatives and organisational development activities, modelling expected behaviours to create a desired workplace culture. • Delivering on the business unit and team goals, measuring and evaluating work programme performance, and identifying issues/risks and implementing mitigation strategies or escalating when appropriate.
<p>People Leadership</p> <ul style="list-style-type: none"> • You are a people leader responsible for leading high performing teams through strength-based coaching. 	<ul style="list-style-type: none"> • The team has the requisite tools and support to be a high performing policy team (i.e. processes and frameworks to ensure policy quality are embedded, and workload appropriately managed) and ensure people's wellbeing is a primary focus. • Creates and retains a high performing policy team by coaching the team to continue their development and challenge them to think critically about how the policy function can address future needs. • Sets clear expectations for individuals (i.e. communicates and role-models the behaviours required to achieve expectations). • Supports, reinforces and manages individual high performance, development and engagement of direct reports. • Challenging thinking to foster innovation in people leadership and represent ideas to be included for SLT and ELT discussion. • Develops team capability (i.e. encourages diverse talent and addresses capability gaps across their team as a whole).
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. • Co-operate with DIA's health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed. • All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Keep our people healthy, safe and well 	<ul style="list-style-type: none"> • There is clear visibility, strong support and connection to DIA policy and procedures.

What you will do to contribute	In practice
<ul style="list-style-type: none"> Demonstrate and be accountable for an active commitment and visible behaviours that are aligned with our vision. Holding management to account for meeting policy, key performance indicators, and vision. Leadership through effective planning, setting clear direction in the wellbeing, health and safety strategy. 	<ul style="list-style-type: none"> Appropriate resources and processes are available to manage risk and participate. Improved key performance indicators, employee satisfaction and retention.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	MEC ELT	✓	✓	✓	✓		✓
	MEC DCE, Policy and Analytics	✓	✓	✓	✓		✓
	MEC managers	✓	✓	✓	✓		
	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	✓	✓	✓	✓		

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

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 .	Experience: <ul style="list-style-type: none"> Demonstrate extensive policy experience in the New Zealand public sector or similar overseas context, including experience in managing policy teams for 2+ years.

Your success profile for this role	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none">• Adaptive leadership• Driving innovation and transformation• Strategic agility• Political savvy• Empowering people for success• Inspiring others through vision and purpose	<ul style="list-style-type: none">• Significant experience in building policy capability that is conceptually robust and well evidenced.• Detailed experience advising and forming constructive working relationships with Ministers and central government agencies. <p>Knowledge:</p> <ul style="list-style-type: none">• Indepth knowledge of the machinery of government, government direction and policy priorities. <p>Skills:</p> <ul style="list-style-type: none">• Ability to become a connected influencer across government.• Ability to lead, develop and inspiring people- fostering a high level of functional expertise (i.e. policy) within the Policy team.

Released under the Official Information Act 1982



Job description

Haere mai

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Principal Policy Analyst

Policy and Analytics

The Principal Analyst is a thought leadership position at the Ministry and is a critical role in the Policy team. The role is responsible for working closely with the Director of Policy to drive the strategic agenda of the Policy team and connect across other business units to ensure a whole-of-Ministry approach is taken. It has a stewardship role for policy capability and is expected to function as a trusted advisor to the Directors in the business unit and take a guiding and mentoring role for other staff in the business unit. The principal analyst may also lead complex, high-profile and/or ambiguous policy issues.

- **Reporting to:** Director of Policy
- **Location:** National
- **Family:** Policy K
- **Salary:** Salary range of \$129,315 - \$174,596

What we do matters – our purpose

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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*)

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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.

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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.
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What you will do to contribute	In practice
<p>Thought leadership</p> <ul style="list-style-type: none"> You are a subject leader for the Ministry and recognised as a thought leader in your field. You build the Ministry's credibility by contributing to the knowledge base in the public sector, sharing, synthesising, and influencing thinking and forging links with key stakeholders. 	<ul style="list-style-type: none"> You have advanced skills and can lead complex policy issues, lift policy quality and influencing. Maintain a strategic overview of what government wants to achieve and so has the ability to anticipate the Minister's and Ministry needs. Agile, innovative, and responsive to changes in priorities and developments in quality policy advice and service delivery best practice guidance. Intellectual leadership and use experience and exercise judgement to analyse policy issues and draw conclusions, shape the future policy agenda and priorities, identify work programme gaps, delivery risks and other issues and ensure effective and timely intervention.
<p>Advice and influence</p> <ul style="list-style-type: none"> Provide advice that is informed by a sound understanding of evidence base, rigorous analysis, effective quality assurance and a wide cross-sectoral focus. 	<ul style="list-style-type: none"> Scan the national and international environment to identify what can inform the Ministry's policy function. Influence and advance paradigm shift in response to the policy environment. Your advice is based on fit for purpose analysis. Critically synthesises information from a wide variety of domains, uses expert knowledge of the policy area and applies sound judgement to draw conclusions. Communication and information are accurate and are passed in a professional manner.
<p>Project Management</p> <ul style="list-style-type: none"> Effectively manage policy projects or parts of larger projects, including the development of key milestones, timelines, consultation processes, risk analysis and resourcing requirements. 	<ul style="list-style-type: none"> Projects and delegated activities are delivered in line with Departmental frameworks and timeframes. The Director is kept informed of progress and any potential risks are identified and appropriate mitigation strategies developed.

What you will do to contribute	In practice
<p>Relationship Management</p> <ul style="list-style-type: none"> You are able to build and maintain effective relationships with the team, Ministry staff and external stakeholders. 	<ul style="list-style-type: none"> Strong and efficient working relationships with key stakeholders. Effectively influences, and contributes to an authorising environment, through building and maintaining enduring relationships with senior stakeholders. Play a leadership role in the establishment and implementation of consultation processes with key stakeholders and communities. Builds strategic working relationships with key internal and external stakeholders and seen as a trusted advisor who can represent the Ministry's views and protect its reputation.
<p>Plan and manage work</p> <ul style="list-style-type: none"> You are able to work under broad direction from the Director, able to proactively self-initiate when required, plan and manage your work programme. 	<ul style="list-style-type: none"> Outputs are delivered on time, within budget and to agreed quality standards, including sound engagement practices. Work collaboratively to embed and activate policy outputs that have been informed by analytics, strategic planning, and engagement advice. Takes responsibility for accessibility, retrievability and security of datasets and assess the integrity of data. Ensured information handling procedures are in place. Mentor and coach other advisors and analysts, in the application of high level analytical and strategic thinking skills. Contribute to the delivery of projects focused on building the overall capability of the Ministry to deliver high quality policy advice and operational services.

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	MEC ELT	✓	✓	✓	✓		✓
	MEC DCE Policy & Analytics	✓	✓	✓	✓		✓
	Director of Policy	✓	✓	✓	✓		✓
	MEC Policy Team	✓	✓	✓	✓		
	MEC Principal Analysts	✓	✓	✓	✓		
	Other MEC staff	✓	✓	✓	✓		
External	Cabinet Committees and Select Committees of Parliament	✓					
	The Department of the Prime Minister and Cabinet and The Treasury	✓	✓	✓	✓		
	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	✓	✓	✓	✓		

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"> • Extensive experience in providing high quality policy analysis and advice based on sound stakeholder engagement and data analysis. • Extensive experience in leading the development and use of conceptual frameworks and principles as a base for policy and/or legislative reviews. • Extensive experience in working with a variety of Ministers, Ministers' offices and Select Committees and leading complex policy projects using project management disciplines. • Extensive experience in leading public and stakeholder consultation on major policy reviews and government initiatives and in developing regulatory policy and legislation, from policy development through to enactment. • Proven experience in mentoring less experienced policy staff. <p>Knowledge:</p> <ul style="list-style-type: none"> • High level of understanding of the broader strategic context including the Government's overall desired outcomes and goals for New Zealand. • Demonstrated application of the principles of policy development. • Understanding of the machinery of government in the public sector. • Excellent knowledge of government and policy processes and working effectively with Ministers and Cabinet committees. <p>Skills:</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills setting a positive example for other Policy team staff. • Ability to identify risks and effective mitigation and consistently use sound judgment on controversial or critical issues using the best evidence available. • Excellent analytical skills and creativity including the ability to provide high quality advice on complex and controversial matters.

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Ability to construct conceptual frameworks to assist analysis and the assessment of options and to convey abstract and/or complex ideas in practical and concrete terms tailored for the audience.• Excellent relationship management skills and the ability to work at all levels of organisations and communities including Ministers, Senior Managers, Community Leaders, hapū and iwi, Māori and diverse communities.• Demonstrated commitment to building policy capability and giving and responding to feedback. <p>Other requirements:</p> <ul style="list-style-type: none">• Advanced University Degree (or equivalent) complementary to Policy.• Able to obtain and maintain a Top-Secret security clearance.

Released under the Official Information Act 1982



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

Job description

Haere mai

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

Senior Policy Analyst

Policy & Analytics

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

- **Reporting to:** Director of Policy
- **Location:** N/A
- **Family:** Policy I
- **Salary:** Salary range of \$92,135 – \$124,652

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

What you will do to contribute	As a result we will see
<p>Work Practices</p> <ul style="list-style-type: none"> • Produce high quality policy advice in accordance with the Policy and Analytics business unit quality standards and within agreed timelines. • Ensure accurate data is captured into the time recording system, and any other systems such as the Ministerial and Cabinet databases. • Represent the Policy and Analytics business unit by participating in organisation wide initiatives. 	<ul style="list-style-type: none"> • The analysis of allocated policy work is clearly aligned to the direction set for the Policy and Analytics business, the Ministry's Priorities and Focus Areas and is future focused. • All the Ministry's corporate policies and processes are complied with • Accurate communication and information is passed at all times in a professional manner. • The Director of Policy is kept informed of emerging issues.
<p>Coaching Others</p> <ul style="list-style-type: none"> • Provide direction on the strategic content, approach and engagement with key stakeholders to less experienced Policy Analysts. • When required, review draft pieces of work and provide feedback to Policy Analysts. 	<ul style="list-style-type: none"> • Less experienced Policy and Analytics staff are provided with direction and support where required. • The sharing of information, experience, knowledge and ideas is encouraged.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • 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 Policy, MEC	✓	✓	✓	✓		✓
	MEC Deputy Chief Executive Policy and Analytics and Leadership Team	✓	✓	✓	✓		✓
	MEC Policy Analysts/Graduate Policy Analysts	✓	✓	✓	✓	✓	✓
	Customers of the Ministry's policy advice	✓	✓	✓	✓		✓
	Other colleagues at the Ministry of Ethnic Communities	✓	✓	✓	✓		✓
External	Cabinet Committees and Select Committees of Parliament	✓	✓	✓	✓		✓
	The Department of the Prime Minister and Cabinet and The Treasury	✓	✓	✓	✓		✓
	Policy branches of departments, Crown entities and agencies whose responsibilities relate to the work of the Policy and Analytics business unit	✓	✓	✓	✓		✓
	Community organisations and iwi	✓	✓	✓	✓		
	Sector organisations and public interest groups which have an interest in our policy responsibilities	✓	✓	✓	✓		
	Agencies of foreign governments with similar responsibilities	✓	✓	✓	✓		
	Professional bodies relating to policy advice and other skills in the group	✓	✓	✓	✓		
	Academic institutions	✓	✓	✓	✓		

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	Nil

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



Ministry for
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Te Tari Mātāwaka

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Policy Analyst

Policy and Analytics

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

- **Reporting to:** Director of Policy
- **Location:** Wellington
- **Family:** Policy G
- **Salary:** Salary range of \$65,336 - \$88,395

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What you will do to contribute	As a result we will see
<p>Policy analysis and advice</p> <ul style="list-style-type: none"> • Contribute to high quality, evaluative thinking and evidence informed policy analysis and advice as determined by work programmes and allocated project team responsibilities. • Take responsibility for policy briefings or advice working under the guidance of senior team members. • Undertake research and analysis as required to support work programmes and allocated project team responsibilities. • Maintain an awareness of issues that may impact on work programme and the work of the Ministry for Ethnic Communities. • Contribute to reporting requirements as required. • Contribute to the legislative and Select Committee processes by analysing submissions, preparing responses to Select Committee questions, and drafting instructions for legislation as required. 	<ul style="list-style-type: none"> • High quality evidenced based policy advice. • The application of analysis and problem-solving skills to allocated tasks. • A willingness to learn – to ask questions and respond to feedback. • An interest, and growing knowledge of matters related to ethnic diversity and inclusion.
<p>Work Practices</p> <ul style="list-style-type: none"> • Communicate with others about the specific piece of policy advice you are working on, and its connections with the wider work programme. • Developing timelines, key milestones, consultation processes, risk analysis, and resourcing requirements and providing accurate reporting on the current status of work and evaluating the outcome. 	<ul style="list-style-type: none"> • Manage and contribute to multiple pieces of policy work underway at once. • Successfully implement project management methodology, with templates and reporting structures to stay on track.
<p>Ministerial Writing and Coordination</p> <ul style="list-style-type: none"> • Draft quality responses to Ministerial correspondence, Parliamentary questions, Official Information Act requests, Ombudsmen enquiries, Select Committee questions, Briefings. • Ensure that all briefings, correspondence, speech notes reflect the ‘voice’ and preferences of the Minister. • Liaise with MEC managers, advisors, and senior/ policy analysts to determine an approach and source content for written drafts. 	<ul style="list-style-type: none"> •

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Liaise with MEC office support staff to ensure appropriate logging and tracking of responses. Liaise with the Ministry for the Minister for Diversity, Inclusion and Ethnic Communities. Plan workload and manage processes to ensure administrative requirements, sign off timings and delivery deadlines are met. Actively manage own work and keep manager informed of progress. Undertake research and analysis as required to complete work programme and maintain an awareness of issues that may impact on Ministerial servicing and the work of MEC. Track media engagement or speeches made by the Minister for Diversity, Inclusion and Ethnic Communities and alert the Applied Policy Manager to any issues of interest or concern relating to the Ethnic Communities portfolio. 	<ul style="list-style-type: none"> High quality Ministerial servicing, delivered with up to date accurate information, using standard processes and procedures. Timely delivery of advice including delivery of written material to manager. Strong and productive relationships with team members and managers across MEC. Smooth and clear communication flows with the Minister's office.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm. Report all incidents and hazards promptly. Know what to do in the event of an emergency. Cooperate in implementing return to work plans. 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed.

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

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

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



Job description

Haere mai

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

Director of Ministerial Services

Policy and Analytics

The Director of Ministerial Services is a newly established leadership position within the Ministry of Ethnic Communities. It will form part of a high-performing and supportive leadership team.

The Director will be accountable for managing the team that deals with servicing the Minister's day-to-day needs. This team's workload is fast paced. It produces and co-ordinates officials' correspondence that spans Ministerial, Official Information Act requests, written and oral Parliamentary questions, event briefings and speeches; and responds to information request from private secretaries.

This is a critical conduit role between the Ministry and the Minister's Office.

- **Reporting to:** Deputy Chief Executive, Policy and Analytics
- **Location:** N/A
- **Family:** Policy L
- **Salary:** Salary range of \$129,315 - \$174,596

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.

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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.

Released under the Official Information Act 1982

What you will do to contribute	In practice
<p>Systems Leadership</p> <ul style="list-style-type: none"> You will position your team and the Ministry to shape, define and respond to the future need of ethnic communities. 	<ul style="list-style-type: none"> Provide strategic leadership to manage risks and priorities for the effective servicing of the Minister’s Office. Identify emerging imperatives and lead the development of immediate actions and long-term actions. Recognise broader implications and show leadership to navigate high levels of complexity and ambiguity. Provide high level strategic advice to the DCE, ELT and Ministers to ensure a whole of Ministry response to the Minister’s Office.
<p>Influential Leadership</p> <ul style="list-style-type: none"> You know when to effect change through your work programme and when to seek to influence others to deliver outcomes. 	<ul style="list-style-type: none"> Ensure regular, effective and robust engagement with business units across the Ministry. Proactively look for opportunities to drive or collaborate with senior leaders on initiatives that have potential to deliver positive outcomes for the Ministry. Take a systems approach to issues and leverage strong relationships with senior leaders in the Ministry and Minister’s Office. Ability to persuade and gain active participation of others (such as other subject matter experts across the Ministry, senior stakeholders and staff) on contentious issues. Provide accurate advice at critical junctures to decision-makers using our political nous to continually assess how the system is responding.
<p>Organisational Leadership</p> <ul style="list-style-type: none"> You will drive innovation and continuous improvement; to strengthen whole-of organisational performance. 	<ul style="list-style-type: none"> Provide leadership for your team, across the business unit and the Ministry to deliver joined-up advice to Ministers. Contribute to Senior Leadership cohort. Supports collaboration and encourages others to come with Ministry-wide view. Foster a continuous improved culture and work across the organisation to strengthen organisational and business unit performance. Demonstrate leadership support for all Ministry initiatives and organisational development activities, modelling expected behaviours to create a desired workplace culture. Deliver on the business unit and team goals, measuring and evaluating work programme performance, and identifying issues and/or risks and implementing mitigation strategies or escalating when appropriate.

What you will do to contribute	In practice
<p>People Leadership</p> <ul style="list-style-type: none"> You are a people leader. 	<ul style="list-style-type: none"> Lead work programme planning and implementation, manage high work volumes, tight deadlines and delivery of responses to urgent or emerging issues. The team and the Ministry has the requisite tools and support to respond to Ministerial needs (i.e. sound quality assurance method and planning). Create and retain a high performing team by coaching the team to continue their development. Set clear expectations for individuals, (i.e. communicates and role-models the behaviours required to achieve expectations). Support, reinforce and manage individual high performance, development and engagement of direct reports. Challenging thinking to foster innovation in people leadership and represent ideas to be included for SLT and ELT discussion. Develop team capability, (i.e. encourages diverse talent and addresses capability gaps across their team as a whole). Workflow and workloads that impact on wider Ministry are actively managed.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. Co-operate with DIA's health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed. All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management.
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> Keep our people healthy, safe and well Demonstrate and be accountable for an active commitment and visible behaviours that are aligned with our vision. 	<ul style="list-style-type: none"> There is clear visibility, strong support and connection to DIA policy and procedures. Appropriate resources and processes are available to manage risk and participate. Improved key performance indicators, employee satisfaction and retention.

What you will do to contribute	In practice
<ul style="list-style-type: none"> Holding management to account for meeting policy, key performance indicators, and vision. Leadership through effective planning, setting clear direction in the wellbeing, health and safety strategy. 	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	MEC ELT	✓	✓	✓	✓		✓
	MEC DCE, Policy and Analytics	✓	✓	✓	✓		✓
	MEC managers	✓	✓	✓	✓		
	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		✓		✓		

Your delegations as a manager	
Human Resources and financial delegations	Level C
Direct reports	3

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 	<p>Experience:</p> <ul style="list-style-type: none"> Extensive experience in a senior New Zealand public sector role involving the provision of strategic advice and support to senior managers and/or Ministers. Experience managing staff. Demonstrated ability to deliver capability and systems and process improvements. Proven competence as a collaborative leader and operator.

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none"> • Political savvy • Empowering people for success. • Inspiring others through vision and Purpose. 	<ul style="list-style-type: none"> • 5+ years' experience as a senior practitioner within government. <p>Knowledge:</p> <ul style="list-style-type: none"> • Advanced knowledge of machinery of government structures and processes, and Ministerial/Parliamentary protocols and procedures. • Advanced knowledge of Government planning and reporting processes and procedures. <p>Skills:</p> <ul style="list-style-type: none"> • Excellent analytical skills and creativity including the ability to provide high quality advice on relevant matter. • Strong relationship management skills and the ability to work and build effective relationships at all levels of organisations and communities. • Written analysis skills and experience in problem solving, decision-making and various types of planning based on the analysis carried out. • Advanced communication and interpersonal skills. • Excellent written communication with the ability to communicate sometimes complex issues to a variety of external and internal, policy and operational audiences. • Understands the political and organisational environments. • Strong stakeholder relationship management focus and interpersonal skills. • Team Management focussed work ethics and the ability to work collaboratively across team boundaries.

Job description

Haere mai

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Senior Ministerial Advisor

Policy and Analytics

The Senior Ministerial Services Advisor is a newly established position within the Ministry of Ethnic Communities. It will form part of a high-performing and supportive leadership team.

The Ministerial Services team's workload is fast paced. It produces or co-ordinates officials' correspondences that spans Ministerial, Official Information Act requests, written and oral Parliamentary questions, event briefings and speeches; and responds to information request from private secretaries.

This is a critical conduit role between the Ministry and the Minister's Office.

- **Reporting to:** Director of Ministerial Services
- **Location:** N/A
- **Family:** Policy I
- **Salary:** Salary range of \$92,135 - \$124,652

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Released under the Official Information Act 1982

How we do things around here – our values



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(Inclusive)

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Spirit of service

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How we work

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-

Released under the Official Information Act 1982

What you will do to contribute	As a result we will see
<p>Ministerial Services – Analysis, Information & Advice</p> <ul style="list-style-type: none"> Assist in providing high quality responses to correspondence and questions including Ministerial correspondence and reports, the Chief Executive’s correspondence, Official Information Act requests, Ombudsman requests, investigations and reports, Select Committee questions and Parliamentary questions. Be organised, with excellent time management skills and a proven ability to manage competing demands, work under pressure and deliver high-quality work on time Monitor relevant Cabinet Committee papers/minutes and draw to the MEC’s attention all issues of significance. Engage effectively with internal and external experts in relation so that the best information is available for discussion, decision making, planning and risk management. Answer questions of interpretation that raise significant issues in relation to Ministerial correspondence, OIAs, PQs. Manage OIA requests, including identifying potential issues which may arise, and proactively liaising with internal and external stakeholders. Be able to assess and analyse trends. The ability to quickly assimilate new information or areas of work. 	<ul style="list-style-type: none"> Thinks strategically (i.e. sees issues through a range of lenses and stakeholder perspectives; and recognises broader implications and connections between issues). Progresses current thinking (i.e. provides suggestions and alternative perspectives on agency issues). The Ministerial team be forward thinking and able to provide advice across the Ministry. to drive opportunities for improvement and build on the capability within the team. Excellent written and verbal communication skills, with an eye for detail and a high level of accuracy Innovative and eager to explore options and able to provide clear options for decision-making. Advice received by the Ministers and correspondence to the public is expertly informed and of the highest quality. Institutional knowledge regarding the Ministry’s responsibilities developed, maintained, and up to date.
<p>Leadership</p> <ul style="list-style-type: none"> Build capability within the office by sharing knowledge with staff. Promote a culture of high performance and excellence. Be a positive role model and act as a positive and inspiring advocate in relation to the completion of work assignments. Provide guidance and support during times of significant office change, for example, following a General Election or Cabinet reshuffle. 	<ul style="list-style-type: none"> Colleagues receive necessary guidance and mentoring as required and view you as a positive role model. Staff continue to learn and develop through knowledge sharing. A culture of high performance and excellence demonstrated across the Ministerial team.

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Lead and support the work of Ministerial Advisors within the team and work in collaboration with the Private Secretary. Provide mentorship to new or junior Advisors across the Ministry. 	<ul style="list-style-type: none"> Displays resilience (i.e. bounces back after setbacks and maintains focus and optimism in challenging situations).
<p>Relationship Management</p> <ul style="list-style-type: none"> Develop and maintain effective relationships within the Ministry and relationships with Ministers’ Offices, Executive Leaders, the Office of the Ombudsman and/or the Office of the Privacy Commissioner and other stakeholders. Attend and play an active part in the work programme planning of deliverables. Be flexible, actively contribute and collaborate with colleagues to produce work of the highest standard. Able to produce and recognise high quality work and provide peer support, coaching and technical advice to colleagues. 	<ul style="list-style-type: none"> Positive communication style and communicates tactfully (i.e. conveys sensitive messages in a diplomatic way). Strong relationships across the Ministry and external stakeholders that allow for effective consultation and also develop new models and systems. Potential risks dealt with early, utilising strong relationships.
<p>Risk Management</p> <ul style="list-style-type: none"> Identify potential areas of risk and develop risk mitigation strategies, in consultation with others. Supporting Director and keep ELT informed about potential risks and opportunities. Understand and actively work to manage any risks. 	<ul style="list-style-type: none"> Senior leaders kept aware of potential risks ahead of time. Potential risks are dealt with early using risk mitigation strategies.
<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 ELT	✓			✓		✓
	MEC DCE, Policy and Analytics	✓			✓		✓
	MEC managers	✓	✓	✓	✓		✓
	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		✓		✓		

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>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 tertiary degree in a relevant discipline. • Experience in a similar environment, government or non-government. • Experience in responding to Parliamentary Questions and Select Committee engagement. • Experience in engaging with central agencies and Offices of Parliament. • Demonstrated experience in the successful mentoring of staff is desirable. <p>Knowledge:</p> <ul style="list-style-type: none"> • Extensive knowledge of the machinery of Government. • A working knowledge of the Official Information Act 1982, and the Privacy Act 1993. <p>Skills:</p> <ul style="list-style-type: none"> • Relationship management experience across a wide range of stakeholders.

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Ability to identify and manage risks, and experience in the co-ordination and quality assurance of a wide range of information.• Effective, accurate and succinct communication in a wide variety of settings and styles Relevant functional and technical skills in Word, Excel or other databases or software applications.• Ability to work well as a team player and collaboratively across teams.• Proven ability to maintain confidentiality and use discretion, possesses sound judgement and tact in dealing with sensitive issues.• Effective planning and co-ordination skills, with the ability to meet tight deadlines and multi-task.• Strong attention to detail and an ability to take responsibility for completing tasks set.

Released under the Official Information Act 1982



Job description

Haere mai

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Graduate Ministerial Advisor

Policy and Analytics

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

- **Reporting to:** Director of Ministerial Services
- **Location:** Wellington
- **Family:** Policy E
- **Salary:** Salary range of \$48,386 - \$65,463

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

<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.
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Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Director of Ministerial Services	✓			✓		✓
	MEC team members	✓	✓				
	Other DIA business groups, especially Policy and Analytics and Communications	✓	✓		✓		
External	Office of the Minister for Diversity, Inclusion and Ethnic Communities	✓		✓	✓		✓
	Ethnic community organisations and members, as required		✓				

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 • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience producing high quality written work in either a professional or academic context. • Experience working with a range of people to achieve results. • Proven success working to timelines and juggling multiple tasks. <p>Knowledge:</p> <ul style="list-style-type: none"> • Awareness and knowledge of the political process, the role of public servants, and the machine of government. • Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters. <p>Skills:</p> <ul style="list-style-type: none"> • Good analysis and research skills. • Excellent written communication skills, with strengths in succinct, plain English writing. • Good communication and relationship management skills. • An eye for accuracy and detail. • Ability to work under pressure, juggle multiple assignments, and deliver to deadlines. <p>Other requirements:</p> <ul style="list-style-type: none"> • A University Degree.

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