



24 August 2015

Wang Li Xie

fyi-request-2964-43c5b74b@requests.fyi.org.nz

Ref: DOIA 1516-0103

Dear Wang,

Thank you for your email of 24 July 2015 requesting under the Official Information Act 1982, the following information:

- *Please release all documents and emails under the Official Information Act showing the entire recruitment process which led to Stephanie Greathead being appointed acting Immigration Manager, then permanent Immigration Manager and then recently Market Manager (pool) for Auckland Central Office.*

Please find enclosed relevant job applications.

All other information relating to Stephanie Greathead is withheld under section 9(2)(a) of the Official Information Act, to protect the privacy of an individual.

I trust that you find the information helpful. You have the right to seek an investigation and review of my response by the Ombudsman, whose address for contact purposes is:

The Ombudsman
Office of the Ombudsman
PO Box 10-152
WELLINGTON 6143

Yours sincerely

Kate Wareham
General Manager, Human Resources
Corporate, Governance and Information

- **New Management opportunities with Immigration New Zealand part of MBIE**
- **Market Manager pool within our Visa Services Branch**
- **Onshore and Offshore Assignments in various locations**

The purpose of The Ministry of Business, Innovation and Employment (MBIE) is to Grow New Zealand for All.

At MBIE, we look for people who are passionate about New Zealand and enthusiastic about making a positive change to our economy, our people and our safety. If you would like to play an integral part in our Ministry, then read on!

Immigration New Zealand's Visa Services branch delivers decision-making on visa applications at 13 large scale processing hubs (Area Offices) strategically located in New Zealand and overseas centres, supported by 15 smaller Market Offices.

Managerial roles in these locations are typically appointed by way of three year assignments to a particular location followed by reassignment. Because positions at a particular location are not permanently available the managers are part of a "pool" and may, depending on business needs, be required to work at a range of different locations either in New Zealand or offshore. This may include an assignment to project work at any location, including Head Office in Wellington.

In a large Area Office, Market Managers will provide 2IC operational support as the Assistant Area Manager to the Area Manager and assist with hub area management relationship requirements.

In a Market Office Market Managers will oversee the day-to-day operations of the office and play a key role in local relationship management, focusing on the particular requirements of the office.

To be successful in this role, you will have:

- Experience in management of a small – medium scale operations function and/or business units.
- Experience in developing and maintaining key networks and relationships with stakeholders.
- Experience in leading, coaching and mentoring others to achieve results and personal growth.
- Good knowledge and practical application of management tools such as financial, monitoring and reporting systems.
- Sound experience in the application and interpretation of legislation, preferably in an Immigration context.

To be considered for these opportunities candidates must be able to meet the following criteria:

- **Must be able to obtain and Maintain a Secret Level Security Clearance**
- **Be a New Zealand Citizen or Permanent Resident**
- **Be capable of obtaining New Zealand Citizenship (Required for Offshore Assignments)**

MBIE works to better support connect and strengthen businesses. It backs New Zealand's talent, ideas and business enterprise through ensuring safe and fair workplaces, developing and supporting the science and innovation system, better supporting businesses and streamlining regulation.

To apply for this position, please click the 'Apply Now' button. This will allow you to register your details and submit your application for this vacancy. **Please note that all applications must be made online via our careers page. <http://www.mbie.govt.nz/about-us/careers>**

The recruitment and selection process will include psychometric assessments and a panel interview. Interviewing will commence during May 2015.

If you have questions about these positions please contact Charles Ryman by emailing Charles.Ryman@mbie.govt.nz

Applications close **5pm Tuesday 21 April 2015**

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Immigration Officer

- Challenging & rewarding management opportunity
- Become part of a dedicated team in Visa Services
- Auckland Central location

An exciting opportunity has developed due to internal movement. We are looking for an exceptional leader who has the skills to motivate and develop our dedicated team to effectively and efficiently meet and deliver our objectives and targets.

If you have strong leadership skills and would thrive on using these in a complex and dynamic environment, working with a team of highly skilled officers then read on further.

To be successful you will need to possess, and or have demonstrated:

- Proven success formally leading teams in a fast-paced service delivery environment.
- Experience in successfully implementing quality processes designed to streamline and improve productivity while being the customer service champion.
- Effective coaching and performance management of individuals or teams resulting in personal growth and achievement of organisational goals.
- Excellent relationship building with peers and external stakeholders.
- Solving complex problems and being able to make sound decisions in a changing environment.
- The ability to meet and manage workflow ensuring the continuation of BAU while meeting adhoc requests, working towards completion within tight timeframes.

We require managers who want to be the best and deliver optimum outcomes aligned to organisational objectives. Ideal candidates will have excellent communication and interpersonal expertise and be advocates of continuous improvement and new initiatives.

To find out more about this position please refer to the attached Role Description or contact margaret.goldfinch@mbie.govt.nz

To apply for this position, please click the 'Apply Now' button. This will allow you to register your details and submit your application for this vacancy.

Applicants must be New Zealand citizens or hold a residence class visa.

Applications close 5pm Monday 13th October 2014