



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Director, Office of Ethnic Communities

Policy, Regulation and Communities (PRC)

The Director is responsible for providing strategic and intellectual leadership for the Office of Ethnic Communities. The Director will develop robust systems, procedures, relationships and capabilities to ensure community engagement that informs policy development and service delivery. This role also:

- Promotes acceptance and respect for diverse cultures, languages and religions to the wider society.
- Gains the confidence of ministers and ensures the development of high quality strategic policy advice on issues affecting ethnic people and communities.
- Is able to work effectively with other relevant government agencies, ethnic community leaders, the ethnic business leaders, and other groups as necessary.
- Develop and maintain excellent relationships with ethnic communities and other key stakeholders to achieve the Office's purpose.
 - **Reporting to:** Deputy Chief Executive, PRC
 - **Location:** Wellington
 - **Salary range:** Delivery L

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our

INTERNAL AFFAIRS



Te Tari Taiwhenua

privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Leadership of the Office</p> <ul style="list-style-type: none"> • Maintain a national profile in the community with and on behalf of OEC • Provide strategic and intellectual leadership to the work of the Office. • Ensuring the OEC policy and research work programme - provides both a current year view and future direction perspective • Play a leadership role in developing and implementing a community engagement strategy • Lead alignment of effort from across the Office to core strategy, ensuring functions are joined up and provide the greatest possible collective impact. • Lead the development of a critical mass of expertise, skills and resources on ethnic diversity in the Office. • Monitor and influence the external environment, building reputation and profile as a leader on issues of ethnic diversity. • Represent the Office at high level officials meetings across government and occasionally at Cabinet Committees of Select Committee. 	<ul style="list-style-type: none"> • A leader who is well regarded and well known in the community • A leader who maintains the confidence and is viewed credibly by the Minister • A community engagement strategy and programme that reflects engagement best practice and links clearly to OEC's operating model and work programme • A relevant and substantial policy and research work programme that links clearly to OEC's operating model and work programme and delivers on government priorities • Growing credibility, influence and contribution from OEC in government's policy agenda • An OEC leadership team that is high functioning generally, and informed from a community engagement perspective
<p>Stakeholder engagement</p> <ul style="list-style-type: none"> • Monitor and influence the external environment, building reputation and profile as a leader on issues of ethnic diversity. • Play a leadership role in the establishment of relationships with key ethnic stakeholders and communities. • Represents the Branch and the Department at critical, high level and potentially sensitive meetings. • Respond to media requests and queries. 	<ul style="list-style-type: none"> • Positive and productive relationships with ethnic communities and other identified stakeholders • Communities and stakeholders who understand the role of the Office, and are willing and empowered to engage with OEC • Engagement that supports OEC's operating model and work programme, and reflects best practice • OEC policy and advice that is grounded in community intelligence • Growing credibility of OEC's function, with community stakeholders, and with public sector and other diversity partners

What you will do to contribute	As a result we will see
<p>People leadership</p> <ul style="list-style-type: none"> • Leading through managers • Provide context, translate and communicate the Department’s direction within your team. • Set appropriate directions, priorities and expectations for direct reports and agree the work programmes, tasks and performance. • Recruit, develop, support and retain high performing staff. • Lead through coaching and mentoring, to build and grow Office of Ethnic Communities capability. • Support talent management within the Office to foster emergent leaders and manage succession. 	<ul style="list-style-type: none"> • Behaviour in line with the People Leader profile of the DIA Capability Framework • Staff have a clear line of sight between their work and the direction of the team and the wider Department • High performing and high potential staff are effectively recruited, developed, supported and retained • Regular culture and engagement activities are undertaken and owned by the team • The performance and development of direct reports is appropriately planned and managed in accordance with DIA processes and business needs
<p>Branch leadership</p> <ul style="list-style-type: none"> • Actively participate in the PRC Leadership Team by contributing to the development of Branch strategy, ensuring functions work effectively together across the Department, and monitoring overall progress towards outcomes. • Demonstrate leadership support for all Department initiatives and organisational development activities, modelling expected behaviours to managers and staff to create a desired workplace culture. • Contribute to the development of PRC Branch strategic objectives, priorities and business plans, ensuring these are in alignment with DIA strategic priorities and objectives 	<ul style="list-style-type: none"> • OEC strategies and plans are developed that meet the requirements of the branch and the Department. • Collaboration across the Department resulting in alignment of planning approaches, processes and outputs • High quality, influential advice is provided to the PRC leadership team. • High level of contribution to PRC and Departmental initiatives.
<p>Risk management and compliance</p> <ul style="list-style-type: none"> • Identify any issues that may have a significant impact on the Department or its reputation, developing risk mitigation strategies and ensuring the DCE and PRC Leadership Team are fully informed as appropriate. • Ensure that OEC implements DIA’s risk and assurance processes and risks are visible and actively managed by the OEC leadership team. • Ensure that OEC has implemented appropriate Disaster Recovery and Business Continuity. • Ensure that OEC complies with DIA requirements for records management. 	<ul style="list-style-type: none"> • Risk and assurance processes are visible, well managed and meet Department requirements.

What you will do to contribute	As a result we will see
<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. All requirements of DIA's Health and Safety policy and procedures are met.
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> Inform, train and equip staff to carry out their work safely. Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries. Assess all hazards promptly and ensure they are managed. 	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	OEC team	✓	✓	✓	✓	✓	✓
	Chief Executive of DIA	✓	✓	✓	✓		✓
	Deputy Chief Executive of PRC	✓	✓	✓	✓		✓
	Other DIA Business Groups	✓		✓	✓		✓
External	Minister of Ethnic Communities	✓	✓	✓	✓		✓
	Ethnic community leaders and organisations, including the Federation of Ethnic Councils and Refugee Councils	✓	✓	✓	✓		✓
	Chief Executives and senior staff from other Government agencies, particularly the New Zealand Immigration Service and the Ministry for Pacific Peoples	✓	✓	✓	✓		✓
	NGOs such as the Refugee and Migrant Service, and Refugees as Survivors	✓		✓	✓		
	Local Government Chief Executives and senior staff	✓		✓	✓		
	Business sector	✓	✓	✓	✓		✓

Your delegations as a manager	
Human Resources and financial delegations	C
Direct reports	4

Your success profile for this role	What you will bring specifically
<p>At DIA, 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>Experience:</p> <ul style="list-style-type: none"> A positive track record in the management and leadership of high performing teams towards the successful achievement of outcomes A history of achievement in the development

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 	<p>and delivery of high quality policy advice, particularly community or population-based advice, and demonstrated cognitive power</p> <ul style="list-style-type: none"> • Experience in successfully promoting and implementing change, moving an organisation towards a desired future and gaining the commitment of staff to that future. • High level of proven competence in public sector financial and asset management, and human resource management <p>Knowledge:</p> <ul style="list-style-type: none"> • In-depth knowledge and experience of the issues confronting minority ethnic groups living in New Zealand. • Demonstrated credibility in working with ethnic communities, and an understanding of community development principles • A good understanding of the political process and the role and place of public service agencies, and a commitment to the overall goals and objectives of the New Zealand public service, including partnership with Maori in the context of the Treaty of Waitangi. • Knowledge of and experience working with relevant legislation, public sector requirements, codes and guidelines <p>Skills:</p> <ul style="list-style-type: none"> • Record of effectiveness in forming partnerships of value and effective working relationships with others, including those with different cultures, values or priorities. • Ability to relate to and gain the confidence of diverse stakeholders, including Ministers. • Excellent leadership skills – able to lead and provide direction across an industry. • Superior problem solving skills and ability to work through issues of considerable complexity, using high level conceptual thinking skills, in depth analysis in the context of the overall business issues for DIA as a whole organisation, and the judgment to select and apply/recommend appropriate decisions. • Demonstrated strategic and operational planning skills and proven experience in developing team strategies and creating viable business plans to achieve desired outcomes <p>Other requirements:</p> <ul style="list-style-type: none"> • Relevant tertiary qualification