# Intern

# Community Engagement, Office of Ethnic Communities

The purpose of this internship is to provide graduates with the opportunity to gain working experience within the public sector and gain exposure to ‘real work’ related to their qualification.

This internship will support the Community Engagement team to implement key internal programmes as required. The Intern will support small project-based initiatives.

Reporting **to**: Regional Manager Community Engagement

Location: Wellington

What we do matters – our purpose

DIA’s 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.

OEC is an Office within DIA and contributes to DIA’s overall purpose. OEC’s Vision is “Flourishing Ethnic Diversity; Thriving New Zealand”, and this sets the context for our own specific purpose, focus areas, and operating principles. These things make up OEC’s operating model.

How we do things around here – our principles

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | 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
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Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our 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 |
| --- | --- |
| **Community engagement and advice*** Give effect to the OEC Community Engagement strategy and programme
* Apply OEC’s community engagement best practice principles and methodologies to all engagements
* Attend Ministerial events in the community, as required
 | * OEC’s community engagement strategy and programme are implemented consistently
* OEC is targeting its community engagement in a disciplined manner, and works with others to achieve outcomes
* The Minister is well supported and satisfied with OEC’s ‘on the ground’ support for community events
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| **Informing, advising and consulting on Policy and Services*** Work closely with Senior Diversity & Engagement Advisors and Policy & Research colleagues to ensure that OEC policy advice draws off a strong community evidence base
* Ensure that the intelligence from all community engagement activity is recorded/captured and available to inform policy advice or other OEC activity
* Support engagement and consultation with ethnic communities
* Contribute to the ‘on the ground’ expertise for any community engagement or consultation
 | * OEC’s policy development and policy advice are richly informed by community intelligence and perspectives
* OEC has consistent systems and approaches for capturing and reflecting community views into policy and services
* OEC’s engagement and communications with ethnic communities and stakeholders are targeted, appropriate and impactful
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| **Relationship Management*** Utilise inter and cross-cultural expertise to develop and maintain strong strategic relationships with ethnic leaders, community representatives and organisations
* Build strong and effective relationships with key government agencies
* Participate in key cross sector working groups and seek opportunities for collaboration where appropriate
 | * Strong relationships that support the credibility and impact of OEC’s community engagement function
* Strong relationships that provide a robust platform for community engagement
* Strong relationships that enable OEC to continually add value to the quality of advice to government and to public services
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| **Project Management*** Contribute to projects
* Lead smaller or less complex projects that deliver on OEC’s strategic priorities and community engagement programme
* Ensure projects have approvals, scopes, reporting and evaluation in line with OEC methodology
 | * OEC projects are delivered successfully in line with OEC project methodology
* OEC continues to strengthen and refine its project approaches and methodologies in response to learning
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| **Health and safety (for self)*** 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
 | * 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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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Manager Community Engagement  | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Senior Diversity & Engagement Advisors  | ✓ | ✓ |  | ✓ |  |  |
|  | OEC team members | ✓ | ✓ | ✓ | ✓ |  |  |
|  | DIA Business Groups, especially Community Operations, Policy Group, and Communications  |  | ✓ |  | ✓ |  |  |
| External | Office of the Minister for Ethnic Communities | ✓ |  |  | ✓ |  |  |
| Ethnic community leaders, organisations, and community members | ✓ | ✓ | ✓ | ✓ |  |  |

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

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| 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 [Specialist](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Specialist_v7/%24file/DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Problem solving
* Critical thinking
* Interpersonal savvy
* Navigating complexity
* Communicating with influence
* Technical and specialist learning
 | **Experience:** * 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

**Knowledge:*** Understanding of community engagement principles and best practice models, and a commitment to ongoing professional learning
* Knowledge of, or interest in developing knowledge of, diversity and inclusion, and social cohesion matters
* Understanding of the political process and the role of public service agencies
* A commitment to the overall goals and objectives of the New Zealand public service, including partnership with Maori in the context of the Treaty of Waitangi

**Skills:*** Good relationship management skills, including the ability to relate to and gain the confidence of diverse stakeholders
* Good inter-cultural communication skills
* Ability to prioritise workload according to strategic priority and likely impact

**Other requirements:*** Working towards a relevant tertiary qualification
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