



# Job description

## Haere mai

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

## Manager, Monitoring and Appointments Ministerial Advice, Monitoring, and Operations Directorate Policy, Regulation and Communities Branch

The Department's Ministerial Advice, Monitoring, and Operations (MAMO) Directorate provides the official correspondence support, oversees the performance and provides appointments support to statutory boards and committees, provides operational policy expertise, and safety and navigational stewardship of Lake Taupō.

The Monitoring and Appointments Team provides advice and support on governance, financial, and performance matters of two Crown entities (Fire and Emergency New Zealand, and Office of Film and Literature Classification, and potentially others as required). The Team also supports the appointments to around fifty statutory boards and committees.

The Manager, Monitoring and Appointments provides leadership to the team undertaking this portfolio of work. The Manager is also a member of the MAMO Leadership Team.

- **Reporting to:** Director, Ministerial Advice, Monitoring, and Operations
- **Location:** Wellington
- **Salary range:** Policy band J

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## 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.

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## 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 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><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead the Department’s Crown Entity governance and accountability responsibilities, reporting on progress and ensuring objectives are achieved</li> <li>• Provide evidence based advice to Ministers on the performance of Crown Entities</li> <li>• Build diversity of appointments on Crown Entity boards and statutory boards and committees</li> <li>• Lead the process, and provide advice to Ministers on Board and committee appointments to relevant Crown Entities and statutory boards</li> <li>• Manage reviews of levies, fees, and funding reviews related to the Crown Entities</li> <li>• Manage the Ākina Foundation contract, and report on deliverables</li> </ul>          | <ul style="list-style-type: none"> <li>• Strategic risks are identified and managed</li> <li>• Business information and intelligence is used to inform and advise Ministers and the Department</li> <li>• Crown entity boards and statutory boards and committees represent the diversity and demographic make up of New Zealand, including ethnicity, gender, age, and geographic location</li> </ul>   |
| <p><b>Work programme leadership</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Department effectively discharges its Crown entity monitoring responsibilities</li> <li>• Lead the delivery of the statutory appointment process</li> <li>• Identify external and internal issues that could indicate risks and opportunities to the delivery of the work programme, assess and consult on implications and approaches</li> <li>• Lead work programme planning and implementation to manage high work volumes and tight deadlines effectively, deliver key operational priorities and responses to urgent or emerging issues</li> <li>• Consistently apply sound project management principles to support the delivery of the work programme</li> </ul> | <ul style="list-style-type: none"> <li>• Ministers receive timely and relevant advice on all statutory appointments for which they are responsible</li> <li>• The delivery of services has a focus on continuous improvement and cross sector collaboration</li> <li>• Priority outputs are delivered on time, within budget and to agreed quality standards</li> <li>• Risks to delivery of agreed work objectives are spotted early and managed appropriately</li> <li>• Directorate quality assurance processes are well understood and consistently followed</li> <li>• Workflows and workloads are forecasted and actively managed</li> <li>• There is compliance with all the Department’s corporate policies and processes</li> </ul> |

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|---|--|
| <p><b>People Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Lead effective recruitment, development, succession planning and retention to ensure that the team has people to meet current and future requirements</li> <li>• Identify capability development requirements for the team, ensuring capabilities and subject matter expertise are developed to the level needed for their roles</li> <li>• Ensure effective leadership of people, including objective setting, performance conversations, mentoring ongoing development, and feedback loops</li> <li>• Ensure resources are managed to deliver a dynamic programme of work</li> <li>• Mentor, coach and support team members to build their capability and subject matter expertise, and their contribution to the effective delivery of services</li> <li>• Lead and model a flexible and responsive team culture that supports shifting priorities, conflicting demands and constant redeployment of resources</li> <li>• Set clear expectations and performance standards and manage and measure the team’s work to ensure their success</li> <li>• Work closely with the MAMO Leadership Team to identify, develop and implement capability development initiatives across the Directorate</li> <li>• Drive the growth of culture and ways of thinking and working to be inclusive and relevant for an increasingly diverse workforce</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership and management of people meets the Department’s expectations</li> <li>• The team is responsive to changes in priorities and can efficiently redirect resources to support changes in priorities</li> <li>• Behaviour is in line and consistent with the People Leader profile of the DIA Capability Framework</li> <li>• People have a clear line of sight between their work and the direction of the team, Directorate and the wider Policy Group</li> <li>• High performing and high potential people are effectively recruited, developed, supported and retained</li> <li>• The capability, performance and development of people is appropriately planned and managed in accordance with the Department’s processes and business need</li> </ul> |

| What you will do to contribute  | As a result we will see  |
|---|--|
| <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain effective and trusted relationships with Chairs of Boards, senior leadership of Crown Entities, applicants, and nominating agencies</li> <li>• Build and maintain strong effective working relationships with stakeholders, particularly the crown entities that we monitor, based on openness, collaboration, and transparency</li> <li>• Build and maintain effective strong and effective working relationships with peers responsible for supporting and managing Boards and Committees</li> </ul>   | <ul style="list-style-type: none"> <li>• The Team is trusted and respected by the Crown entities for adding value and benefit through governance expertise, financial nous, and trusted relationships</li> <li>• Relationships with Ministers offices are led and managed effectively</li> <li>• The Manager Monitoring, Appointments and Partnerships is trusted to effectively represent the Director and the Department</li> <li>• Advice on statutory appointments is informed by sound stakeholder engagement, and financial and governance nous</li> </ul> |
| <p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul> <p><b>Health and safety (for team)</b></p> <ul style="list-style-type: none"> <li>• Inform, train and equip staff to carry out their work safely</li> <li>• Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries</li> <li>• Assess all hazards promptly and ensure they are managed</li> </ul> | <ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements of DIA's Health and Safety policy and procedures are met</li> </ul>  |

| Who you will work with to get the job done |   | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
|--|---|--------|------------------|-----------|--------|-------------|------------|
|  | Director, MAMO  | ✓      | ✓                | ✓         | ✓      |             | ✓          |
|  | MAMO Leadership Team  | ✓      | ✓                | ✓         | ✓      |             | ✓          |
|  | Monitoring and Appointments Team  | ✓      | ✓                | ✓         | ✓      | ✓           |            |
|  | Directorate all staff   | ✓      | ✓                | ✓         | ✓      | ✓           | ✓          |
|  | DCEs and Senior Managers  | ✓      | ✓                | ✓         | ✓      |             | ✓          |
|  | Peers and colleagues responsible for Boards and Committees                  | ✓      | ✓                | ✓         | ✓      |             |            |
| External                                   | Portfolio Minister(s) and staff of Ministerial Offices                      | ✓      | ✓                | ✓         | ✓      |             | ✓          |
|  | Other departments/agencies and MAGNET (as required)                         | ✓      | ✓                | ✓         | ✓      |             |            |
|  | Other external stakeholders (as required e.g. FENZ, OFLC, Akina Foundation) | ✓      | ✓                | ✓         | ✓      |             |            |

| Your delegations as a manager             |         |
|---|---------|
| Human Resources and financial delegations | E       |
| Direct reports                            | Up to 5 |

| 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 <a href="#">People Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"><li>• Setting expectations</li><li>• Encouraging innovation</li><li>• Building effective teams</li><li>• Identifying talent and developing others</li><li>• Motivating others to achieve results</li><li>• Developing business acumen</li></ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Experience in providing advice on governance and performance at a senior level in the public sector (i.e. Ministers, Chief Executives, senior leadership)</li><li>• A deep understanding of monitoring financial and Board performance</li><li>• Demonstrated ability to engage with and influence senior leadership across a range of Boards and Committees</li><li>• Experience working in government, a sound understanding of the role of the public service, and of working with Ministers and other government departments and agencies.</li><li>• In depth understanding of different organisational environments and ability to use that understanding to effectively achieve outcomes and adapt approaches for optimal performance</li><li>• A strong understanding of and experience in business partnering while maintaining separation of accountability</li><li>• Advanced written and interpersonal communication skills with the ability to communicate sometimes complex issues to a variety of external and internal, policy and operational audiences</li><li>• Excellent interpersonal skills; able to build rapport and trust of managers, staff, and stakeholders</li><li>• Experience in developing and managing staff</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Relevant work experience</li></ul> |