

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 DIA 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.

What you will do to contribute	As a result we will see
<p>Performance planning and reporting services</p> <ul style="list-style-type: none"> • Use best practice and proven business planning processes and tools • Contribute to systems to measure, monitor, evaluate and explain work programme outcomes • Contribute to monthly, quarterly and corporate management reports • Coordinate contributions to key accountability documents • Provide other forms of administrative assistance in the Accountability team or across the Regulatory System Group as required 	<ul style="list-style-type: none"> • Timely and quality business reporting • Coordinated contributions from the Regulatory System Group to Digital Safety branch and departmental planning and reporting
<p>Official correspondence services</p> <ul style="list-style-type: none"> • Assist with the collation and review of responses to official correspondence. • Draft written or oral replies to public and stakeholder inquiries • Coordinating data and responses from within the Digital Safety Team required to respond accurately and in a timely fashion to official information and privacy requests as well as parliamentary information • Drafting official correspondence and parliamentary responses • Contribute to the preparation of responses to Official Information Act and Privacy Act requests 	<ul style="list-style-type: none"> • The Digital Safety team does not breach the legal requirements for managing official correspondence including privacy and timeliness requirements
<p>Business support</p> <ul style="list-style-type: none"> • Provide other required business support across the Digital Safety team as required 	<ul style="list-style-type: none"> • Effective business support is available to the Digital Safety team
<p>Relationship management / communications</p> <ul style="list-style-type: none"> • Build and maintain effective working relationships with managers and staff across the Digital Safety team • Develop and maintain sound relationships and positive influence across Regulatory Services and the wider Department 	<ul style="list-style-type: none"> • Productive and positive working relationships across the organisation • Collaborative work
<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	Manager Design, Engagement and Innovation	✓	✓	✓	✓		✓
	Regulatory System Group Managers and staff	✓	✓	✓	✓		✓
	Other Regulatory Services managers and staff – particularly Regulatory Strategy and Performance	✓	✓	✓	✓		✓
	Wider DIA staff – particularly Legal Services, Governance Risk and Assurance Official Correspondence Team	✓	✓	✓	✓		✓

Your delegations

Human Resources and financial delegations	Level Z
Direct reports	None

Your success profile for this role

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 [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:

- Experience in supporting business planning, monitoring and reporting
- Experience in administrative support, systems and processes
- Experience in drafting official correspondence
- Experience working across organisational structures
- Experience working in a public sector environment

Knowledge:

- An understanding of planning, reporting principles and processes
- An understanding of public sector accountability documents and reporting frameworks
- Knowledge and sound understanding of the machinery of government, including the Official Information and Privacy Acts, how Ministers work, and how to work with Ministers' offices
- Proficiency in spoken and written English
- Sound knowledge of the Microsoft Office suite of software

Skills:

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Excellent oral and written communication skills• Excellent engagement, relationship management and interpersonal skills• Strong analytical skills• Strong organisational skills and the ability to manage multiple tasks and prioritise effectively• Attention to detail• A strong team player with a positive, professional and flexible approach to work• The ability to work under varying levels of supervision <p>Other requirements:</p> <ul style="list-style-type: none">• A tertiary qualification is desirable as an indicator of the ability to synthesise and analyse information, manage priorities, and present material in a number of formats to a range of audiences