



Job description

Haere mai

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

Te Pou Matihiko

System Strategy & Initiatives, Digital Public Service Branch

Te Pou Matihiko positions the Government Chief Digital Officer and Digital Public Service Branch to develop lasting, proactive and meaningful relationships and engagement with Māori to develop and iterate the system strategy and strategic issues. The position has accountability for ensuring Te Ao Māori, Māori interests in accordance with the principles of Te Tiriti o Waitangi/the Treaty of Waitangi and the impacts on Māori are understood and are reflected in the direction and outcomes sought. They also lead the implementation of Te Aka Taiwhenua (DIA's Maori Strategic Framework) across the Branch and monitor its ongoing performance.

- **Reporting to:** General Manager System Strategy & Initiatives
- **Location:** Wellington
- **Salary range:** Delivery K

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. 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.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>Membership of the SSI Leadership Team</p> <ul style="list-style-type: none"> Contribute to the leadership, strategy and operational direction of the System Strategy and Initiatives (SSI) Group by actively participating in the leadership and management team and being involved in appropriate forums. Take joint responsibility with the rest of the SSI leadership team for a ‘whole of organisation’ approach to the management of the business unit and the delivery of overall outcomes. Work collaboratively with the SSI leadership team as change leaders – driving the delivery of the Group’s work programme to affect the system changes required to enable a digital public service Work collectively with other managers and senior leaders across the Branch to inspire the desired workplace environment and culture. Demonstrate leadership for initiatives and organisational activities, modelling DIA principles and behaviour. 	<ul style="list-style-type: none"> An integrated approach to delivery of the strategy and work programme across the Branch The Group’s strategic direction is aligned to the branch and DIA four-year plan Plans are in place to ensure the Group has the workforce capability it requires now and, in the future, Contribution to the prioritisation of the Groups workplan and initiatives Value for money decisions are being made DIA principles and behaviours are demonstrated
<p>Sector/System Leadership and Engagement</p> <ul style="list-style-type: none"> Assists the GCDO and Branch to understand what ‘leading and driving digital government transformation’ means for Māori in terms of the social, cultural and economic rights and aspirations; in addition to the Crown’s Te Tiriti o Waitangi commitments. Supports the GCDO role, Branch, digital strategy for the public sector and development of initiatives to be aligned to the Government’s commitment to a stronger Māori/Crown relationship, and to work with agencies to help improve services and outcomes for Māori. Builds and manages effective ongoing relationships using a mutually beneficial, collaborative approach with Māori to better position the GCDO and Branch to engage on long term strategy and specific issues, policy and legislative implications as they arise e.g. digital rights, inclusion, emerging technologies, service innovation and identity. Supports iwi to connect with and understand the work of the GCDO. Provides meaningful dialogue and opportunities for Māori to provide input and influence the digital strategy for the public sector along with discussing and progressing other issues of interest and concern to Māori. Represents the GCDO and Branch at hui involving iwi, hapū, whānau and Māori organisations Engages with the Government Chief Data Steward function and relevant teams to improve cross-agency collaboration to work towards a world leading digital indigenous supported future. 	<ul style="list-style-type: none"> Stakeholders value and see the linkages between effective strategy, initiatives and planning and the ability of the GCDO/Branch to meet its strategic objectives Stakeholders are provided meaningful opportunity to engage with, input and influence digital strategy Māori interests are understood and reflected in the strategy and initiatives Understanding and meeting the needs of Māori in our internal and external working environment The interests of GCDO / Branch are protected and advanced. The integrity and credibility of relationships is enhanced. DIA and, in particular the GCDO and Branch, is recognised as a leader in the public service for working effectively with Māori. The department is well represented and takes a leadership role in cross sector collaboration.

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Maintains up to date knowledge about developments in the wider NZ government and with Te Aka Taiwhenua – Maori Crown Relationship Agency. 	
<p>Strategic Leadership and Advice</p> <ul style="list-style-type: none"> Provides advice and support to the DCE and Senior Leadership Team (SLT); is an attendee at SLT meetings to inform and assist with decision making as required. Guides, coordinates and advises the GCDO and Branch on cultural engagement and interactions with Māori on the digital strategy for the public sector and strategic issues that impact on iwi, hapū, whanau, Māori organisations and relevant government agencies. Provides advice on the work force composition and capability resourcing requirements for initiatives and projects to ensure Te Ao Māori, Māori interests and the impacts on Māori are considered and included and engagement with Māori is lasting, timely and appropriate. Provides strategic, professional and thought leadership and direction across the Branch regarding Te Aka Taiwhenua. Links the Branch’s work and approach back to DIA’s Te Aka Taiwhenua strategy, framework and function. Monitors and reports to SLT on implementation of Branch engagement with iwi against Te Aka Taiwhenua. Works collaboratively with colleagues across the Department to align and contribute to meeting the Department’s Treaty obligations and the 20-plus Iwi relationship agreements. 	<ul style="list-style-type: none"> The Branch is supported with advice about the capability required to ensure Te Ao Māori, Māori interests and the impacts on Māori is factored into delivery of work and ways of working Collaborative and constructive relationships with colleagues The Branch is clearly guided and advised on Te Aka Taiwhenua The DCE and SLT are well supported in the implementation and monitoring of Te Aka Taiwhenua
<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	GCDO, Branch DCE and Senior Leadership Team	✓		✓	✓		✓
	System Strategy & Initiatives Leadership Team	✓	✓	✓	✓		
	Programme Delivery Manager	✓	✓		✓		
	Director Systems Setting & Design	✓	✓		✓		
	Strategic Advisors		✓		✓		

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Other Managers and Staff across the Branch				✓		
	Other roles across the Branch that support Te Ao Māori / Te Aka Taiwhenua		✓		✓		
External	Māori organisations and partners including whānau, hapū and iwi	✓	✓	✓	✓		✓
	Community organisations	✓	✓	✓	✓		
	Government agencies	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	None

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>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>Experience:</p> <ul style="list-style-type: none"> • Proven experience working with iwi, hapū, whānau and Māori organisations • Track record of successful relationship management with senior government stakeholders • Understanding of who needs to be engaged and at what level • Proven experience, credibility and mana to influence and lead in both the Māori and public sector worlds • Track record of succeeding in integrating Te Ao Māori perspectives in key strategic programmes in authentic and value-added ways. <p>Knowledge:</p> <ul style="list-style-type: none"> • Strong understanding of Te Ao Māori, tikanga Māori and Māori cultural protocol • Fluent in te reo Māori and English • In-depth knowledge of Te Tiriti o Waitangi, its principles and its application. • Good understanding of developments in the Treaty debate and the Crown’s obligations. • Excellent understanding of the machinery of government <p>Skills:</p> <ul style="list-style-type: none"> • Ability to articulate a Māori world view and apply it to the work of the GCDO. • Advanced skills in Te Reo Māori and Tikanga Māori in practice and application.

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Well-developed and culturally appropriate skills in oral presentation and facilitation with ability to represent the GCDO and Branch internally and externally• Excellent relationship building/management, negotiation, influencing and communication skills• Strategic and system thinking and thought leadership capability <p>Other requirements:</p> <ul style="list-style-type: none">• A tertiary level qualification in a relevant discipline or equivalent experience• Well established networks with iwi, hapū, whānau and Māori organisations• Tenacity, courage, empathy and integrity