



Job description

Haere mai

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

Intern

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.

Specifically, this internship will be part of the Office of Ethnic Communities to contribute to the delivery of the Office's work programme in one of the following areas: Policy & Research or Community Engagement.

- **Reporting to:** Applied Policy Manager
- **Location:** Wellington

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 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>Ministerial Writing and Coordination (Policy)</p> <ul style="list-style-type: none"> • Draft quality responses to Ministerial correspondence, Parliamentary questions, Official Information Act requests, and briefings to support Ministers' attendance at meetings according to agreed templates, guidelines and timeframes • Undertake information gathering and analysis as required to complete allocated work and maintain an awareness of issues that may impact on Ministerial advice • Make sound judgements on issues using the best available business data and information • Actively manage own work programme 	<ul style="list-style-type: none"> • High quality Ministerial servicing, delivered with up to date accurate information, using standard processes and procedures • Timely delivery of drafts • Strong and productive relationships with team members and managers across OEC • Smooth and clear communication flows with the Minister's office
<p>Continuous Improvement and Best Practice</p> <ul style="list-style-type: none"> • Identifies opportunities for continuous improvement within the business group • Engage with the Intern Programme 	<ul style="list-style-type: none"> • Produces ideas on systems and process improvement • Successful completion of the DIA Intern Programme
<p>Informing and Relationship Management</p> <ul style="list-style-type: none"> • Work collaboratively as part of a team • Keeping manager's and business group regularly informed on work progress 	<ul style="list-style-type: none"> • Effective collaboration • Trusted and respected relationships
<p>Customer Focus</p> <ul style="list-style-type: none"> • Understanding the needs or expectations of customers • Meets customer deadlines and team SLA's 	<ul style="list-style-type: none"> • Customers feel they are receiving a trusted service
<p>Support to Wider Business Group</p> <ul style="list-style-type: none"> • Provide support and assistance to other staff across the team as required 	<ul style="list-style-type: none"> • Support provided to other business group staff as needed
<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	Reporting Manager		✓		✓		✓
	Business Group Leadership Team		✓		✓		✓
	Business Group Staff		✓		✓		✓
External	Sector stakeholders	✓		✓	✓		

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 Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in effectively managing a wide range of relationships • Demonstrated experience meeting timeframes and producing a high quality of work <p>Knowledge:</p> <ul style="list-style-type: none"> • Proficiency in spoken and written English <p>Skills:</p> <ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Strong organisational and prioritisation skills and the ability to be proactive and flexible • Strong stakeholder relationship management focus and interpersonal skills • Team focused work ethics and the ability to work collaboratively across team boundaries • Sound computer skills and understanding of Microsoft Office products <p>Other requirements:</p> <ul style="list-style-type: none"> • Working towards a relevant tertiary qualification