



Job description

Haere mai

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

Executive Director, Office of Ethnic Communities Department of Internal Affairs

The Executive Director leads the Office of Ethnic Communities (OEC) to build relationships and partnerships and deliver advice and services to improve outcomes for ethnic communities in New Zealand; and strengthen their inclusion and participation in the wider community. This includes:

- Building strong relationships with, and gaining the trust and confidence of, ethnic community leaders and ethnic communities across New Zealand
- Gaining the confidence of Ministers to enable the establishment of strategic objectives and priorities for the ethnic communities' portfolio
- Ensuring that the Office of Ethnic Communities has a clear strategic direction and has the skills, experience and knowledge to deliver, to maximise its impact across the state sector and New Zealand communities
- Demonstrating leadership by supporting the public sector to respond effectively to the needs and aspirations of ethnic communities
- Championing and promoting the value of diversity and social inclusion and developing partnerships with other organisations, Iwi and community groups

The OEC environment is complex and dynamic. The Executive Director needs to be a skilled and experienced leader, strong in relationship and stakeholder management and facilitating agreed ways forward.

Reporting to: Chief Executive, Department of Internal Affairs

Location: Required to spend significant time in Wellington

Salary range: to be confirmed

What we do matters – our purpose

Te Tari Taiwhenua, Internal Affairs' purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

It's all about helping to make New Zealand better for New Zealanders.

OEC is an Office within the Department of Internal Affairs (DIA) and contributes to DIA's overall purpose - to serve and connect people, communities and government to build a safe, prosperous and respected nation. OEC's specific vision is - New Zealand communities are welcoming and inclusive, diversity is valued, and all people participate in, and contribute fully to society. To achieve this OEC:

- Enables proactive and positive relationships with, and between, ethnic communities, to build trust and a timely understanding of the aspirations of ethnic communities, which inform the development of policy and service delivery

As at 31 January 2020



**Te Tari Taiwhenua
Internal Affairs**

- Proactively influences the development and implementation of policy and services to create better outcomes for ethnic communities and NZ as a whole
- Shapes narratives and facilitates dialogues about diversity and social inclusion, to ensure positive attitudes and behaviours towards diversity
- Builds diversity across wider government

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

Ka Whakamamahia, Ka Whakatinanahia

We're stronger together

- Work as a team
- Value each other

Kei roto i te kotahitanga tō tāhu kaha

We take pride in what we do

- Make a positive difference
- Strive for excellence

Ka mahi i runga i te ngākau whakahi

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 Internal Affairs 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>Strategic Leadership</p> <ul style="list-style-type: none"> • Position the Office of Ethnic Communities to enable it to respond effectively • Lead the relationship with the Minister for Ethnic Communities on behalf of the Department, and support the Minister as required • Lead engagement and build strong connections with, and between, ethnic leaders and their communities to build trust and confidence • Work closely with senior public leaders to promote a diversity lense and facilitate effective engagement between government agencies and ethnic communities • Lead and facilitate dialogue between central government and leaders from the ethnic communities and with Iwi, and the wider New Zealand community, to achieve better outcomes for ethnic communities; increase social inclusion and realise the benefits of diversity for New Zealand • Lead the development of a clear strategic direction for OEC and the identification of priorities and associated work programme • Take a broad system view to determine where government interventions are best positioned and delivered and maintain system level oversight • Identify and manage key risks/issues arising within the ethnic communities' portfolio 	<ul style="list-style-type: none"> • A leader who is well regarded and well known in the community • A leader who maintains the confidence of, and is viewed credibly, by Ministers • Substantive engagement between government, ethnic communities Iwi, and the wider New Zealand on strengthening social inclusion • Clear lines of communication between ethnic communities and government on key issues • Policy advice to government considering the implications for ethnic communities • A “no surprises” approach is evident • Ethnic communities are well supported in significant emergency situations
<p>Delivery Management</p> <ul style="list-style-type: none"> • Ensure OEC has the necessary skills, expertise, systems, processes and structures to deliver on its mandate • Ensure the effective administration of grant funding to support the development of initiatives aimed at increased social inclusion and improved outcomes for ethnic communities • Support Regional Managers to build and maintain strong working relationships with ethnic communities' key stakeholders, and foster new relationships, collaborating to achieve positive results • Maintain an overview of the composition of ethnic communities in New Zealand • Provide high quality advice, informed by operational insights is provided to Ministers • Support New Zealand's diverse communities to be 	<ul style="list-style-type: none"> • Information and insights inform priorities and interventions to improve diversity and social inclusion • Grant funding is available and well targeted to achieve desired outcomes. Funded initiatives can demonstrate the difference made • OEC working in areas of the greatest importance/impact to improving outcomes • Ethnic communities, government agencies and other key stakeholders understand the role of OEC and work together to advance desired outcomes • Risk and assurance processes are visible, well managed

<p>resilient in the face of significant national emergencies or natural disasters</p> <ul style="list-style-type: none">• Ensure the implementation of key departmental policies and processes, including, risk management and assurance, health and safety and people management	<ul style="list-style-type: none">• A safe and healthy workplace• Staff are well managed, developed and receive recognition
<p>System Leadership</p> <ul style="list-style-type: none">• Develop policy objectives to give effect to the desired outcomes for the ethnic communities' portfolio• Build strong relationships with other senior public sector leaders to support OECs strategic direction and desired outcomes• Provide advice and guidance to public sector agencies on how best to apply an ethnic communities lense to their work and delivery• Share insights on the composition of, and challenges facing, ethnic communities to inform policy advice and delivery• Work to increase diversity across the public sector workforce• Maintain an overview of public sector agencies' responsiveness to ethnic communities and provide periodic snapshots of the "health of the system"• Champion and promote the value of ethnic diversity and the importance of social inclusion	<ul style="list-style-type: none">• Public sector agencies working together to increase responsiveness to ethnic communities• The public sector is a more ethnically diverse workforce• OEC is recognised as the system leader in relation to issues related valuing diversity and increasing social inclusion• Others seek OEC advice on how best to respond/engage with ethnic communities

Talent Management

- Lead, develop, and retain a team with a mix of skills and experience who are able to work across ethnic communities, the public sector, local government and community organisations
- Take a coach-based talent management approach to your people's performance and development
- Grow capability in working with ethnic communities across the Department and wider public sector through encouraging others to increase the diversity of their workforce and develop their talent
- Ensure that OEC staff connect with the Department and understand their contribution to its purpose and strategy
- Ensure that the organisational culture within OEC engenders the Department's principles
- Behaviour in line with the People Leader profile of the DIA Capability Framework
- Staff have a clear line of sight between their work and the direction of the team and the wider Department
- High performing and high potential staff are effectively recruited, developed, supported and retained
- The public sector is a more ethnically diverse workforce
- Regular culture and engagement activities are undertaken and owned by the team
- The performance and development of direct reports is appropriately planned and managed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	OEC team	✓	✓	✓	✓	✓	✓
	Chief Executive of DIA	✓	✓	✓	✓		✓
	Deputy Chief Executive of PRC	✓	✓	✓	✓		✓
	Other DIA Business Groups – in particular the Policy Group and Community Operations	✓	✓	✓	✓		✓
External	Minister for Ethnic Communities	✓	✓	✓	✓		✓
	Ethnic community leaders and organisations, including the Federation of Ethnic Councils and Refugee Councils	✓	✓	✓	✓		✓
	Chief Executives and senior staff from other Government agencies	✓	✓	✓	✓	✓	✓
	Iwi	✓	✓	✓	✓		
	NGOs such as the Refugee and Migrant Service, and Refugees as Survivors	✓	✓	✓	✓		
	Local Government Chief Executives and senior staff	✓	✓	✓	✓		
	Business sector	✓	✓	✓	✓		✓

Your delegations as a manager

Human Resources and financial delegations

Level 2

Your delegations as a manager

Direct reports

Five

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 [Senior Leader](#).

Keys to Success:

- Adaptive leadership
- Driving innovation and transformation
- Strategic agility
- Political savvy
- Empowering people for success
- Inspiring others through vision and purpose

What you will bring specifically

Experience:

- Proven strategic and operational leadership experience
- Proven experience in building strong relationships which foster confidence and trust
- Proven experience in working across diverse cultures, communities and organisations to achieve results
- Proven experience in setting a clear organisational direction and successfully leading staff through change and gaining their commitment to that future.
- Working with the community and the public sector
- Leadership of an operational organisation delivering services to the community

Knowledge:

- Strong understanding of the issues and challenges facing ethnic communities in New Zealand
- A strong commitment to the value of diversity for New Zealand as a whole, and the importance of inclusion and participation of ethnic communities in realising that value
- A good understanding of the political process and environment and the role and responsibilities of a public service leader
- An understanding of approaches to community development and strategies for advancing outcomes in a community context

Skills:

- Excellent leadership skills – able to lead and provide direction and guidance across a diverse sector
- Ability to influence decision making across a broad spectrum to advance the achievement of outcomes

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• A connector and facilitator – bringing others together to expand dialogue, collaborate and deliver results• Ability to build strong relationships and partnerships which generate confidence and trust• Excellent people leadership skills• Excellent communication skills – including active listening and the ability to clearly and simply articulate key messages• Ability to effectively manage through complex issues and competing priorities• Excellent judgement• Political astuteness <p>Other requirements:</p> <ul style="list-style-type: none">• Relevant tertiary qualification• Able to obtain and maintain an appropriate security clearance if required• The right to work in New Zealand