



Job description

Haere mai

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

General Manager People & Capability

Kaiwhakahaere o Pūmanawa Tangata, He Pou Aronui, Organisational Capability and Service

The General Manager People & Capability is a critical role with accountability for the Department's people strategies which enables Te Tari Taiwhenua to grow its organisational capability. Leading the Pūmanawa Tangata (People & Capability) Business Group the GM is responsible for the development, delivery and implementation of organisational development and people strategies, systems, frameworks and processes, the delivery of best practice human resources services and trusted advice throughout Te Tari Taiwhenua. The GM also provides people and capability advice and assurance to the Chief Executive and thought leadership to the Executive Leadership team and Senior Leadership Cohort.

- **Reporting to:** Tumuaki Tuarua, Deputy Chief Executive He Pou Aronui, Organisational Capability and Services
- **Location:** Wellington
- **Salary range:** Corporate M

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



Te Tari Taiwhenua
Internal Affairs

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.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p>Strategy</p> <ul style="list-style-type: none"> • Provide strategic, proactive and timely advice to the CE and ELT to support Te Tari Taiwhenua’s strategic direction – Ā Mātou Mahi. • Provide strategic, professional and thought leadership, identifying the need for and leading the development of enabling strategies, frameworks and processes to ensure DIA is able to achieve its priorities and outcomes for New Zealand and be a high performing organisation and a great place to work. • Develop and implement strategies to promote and enhance the capabilities of leaders across Te Tari Taiwhenua, ensuring an appropriate understanding of people-centered issues, risks and obligations through advice, communication and training. 	<ul style="list-style-type: none"> • The vision and strategic direction for DIA’s workforce is clear future focused and integrated with other organisational strategies • Te Tari Taiwhenua is a high performing organisation and a great place to work • Sound and timely strategic advice is received
<ul style="list-style-type: none"> • Actively participate in the He Pou Aronui OCS Leadership Team by contributing to the development of branch strategy, collective management of branch resources and budget, and ensuring the Pūmanawa Tangata group provides effective and timely services to all branch groups. • Set a clear direction for the Pūmanawa Tangata rōpu and lead all kaimahi in a manner which creates a culture and environment which is customer focused, proactive and consistent with the mātāpono, principles and behaviours of DIA, inspiring kaimahi to deliver high level performance. • Provide strategic thought leadership within the Branch to grow and build the people-centered capability by seeking continuous improvement. • Provide enterprise leadership, encourage collaboration and collegial approach in support of people-centered strategic and future focused initiatives and projects. • Model expected leadership behaviour and desired workforce culture. 	<ul style="list-style-type: none"> • Contribution of intellectual leadership to the OCS Branch as a member of the OCS Leadership Team • Evidence of organisational leadership, including collaboration with senior leaders across DIA on cross-functional initiatives • Stakeholders report satisfaction with the advice and support received from Pūmanawa Tangata • Pūmanawa Tangata deliverables are aligned with the Branch and Organisational strategies and reflected in work programmes • The Pūmanawa Tangata rōpu is agile, innovative and responsive to changes and developments impacting people • Behaviour as a senior leader in line with the DIA Capability Framework

What you will do to contribute	As a result we will see
<p>Stakeholder engagement</p> <ul style="list-style-type: none"> • Develop and provide advice and maintain a close working relationship with the Chief Executive, DCEs and Senior Leadership Cohort. • Proactively engage and develop strategic partnerships to understand business requirements, priorities and programmes of work across the Department and wider Government. • Monitor and influence the external environment, building reputation and profile as a leader across public sector. • Develop and maintain effective working relationships with People & Capability leaders in other government agencies and external providers and unions. • Build effective working relationships with other management 	<ul style="list-style-type: none"> • The Pūmanawa Tangata rōpu continues to be highly regarded within DIA and across the sector • Expertise is shared across DIA and the sector • Opportunities are identified and taken to promote the work of Te Tari Taiwhenua and outcomes • The DIA People plan is fit for purpose and aligns with other key documents including the 4 Yr Plan • Pūmanawa Tangata delivers on its work programme and corporate, planning and reporting requirements
<p>Financial management</p> <ul style="list-style-type: none"> • Take accountability for the financial performance of Pūmanawa Tangata, managing budgets within defined parameters and ensuring efficient and effective use of financial resources. 	<ul style="list-style-type: none"> • Resources (financial and people) are appropriately forecast

What you will do to contribute	As a result we will see
<p>People, capability and workforce management</p> <ul style="list-style-type: none"> • Take accountability for the successful management of kaimahi within the Pūmanawa Tangata group; developing and maintaining positive working relationships; establishing and leading a high performing team through coaching and mentoring; operating the Department’s performance management and talent management systems effectively; meeting DIA effectiveness for Māori and Inclusion & Diversity goals and objectives. • Ensure Pūmanawa Tangata recruits, develops, supports and retains high performing kaimahi and support leaders to ensure strategically aligned development plans are in place for all staff to maintain and build the intellectual capability of the group. The Department or its reputation, developing risk mitigation strategies and ensuring the DCE and OCS Leadership Team are fully informed as appropriate. • Build effective working relationships with other leaders of organisational leadership services in Te Tari Taiwhenua. • Develop and maintain effective people and stakeholder relationships with internal and external stakeholders, focusing on an enterprise whole of Department approach and management of risk. • Monitor and influence the external environment, building reputation and profile as a leader across 	<ul style="list-style-type: none"> • Leadership and management of people within Pūmanawa Tangata meets DIA expectations • High performing and high potential kaimahi are effectively recruited, developed, supported and retained • Engagement action plans are developed and completed • Regular culture and engagement activities are undertaken • Organisational risks are identified and clear plans in place to mitigate these • Effective relationships are built enabling collaboration to achieve joint initiatives
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others. • Co-operate with DIA’s health and safety policies and procedures (incl. emergency). Report all near misses, hazards, unsafe behaviours and unsafe conditions. 	<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 • All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management

What you will do to contribute	As a result we will see
<p>Health and safety (for Branch/Organisation)</p> <p>Keep our people healthy, safe and well</p> <ul style="list-style-type: none"> Demonstrate and be accountable for an active commitment and visible behaviours that are aligned with our vision Holding management to account for meeting policy, key performance indicators, and vision. Leadership through effective planning, setting clear direction in the wellbeing, health and safety strategy. 	<ul style="list-style-type: none"> There is clear visibility, strong support and connection to DIA policy and procedures Appropriate resources and processes are available to manage risk and participate Improved key performance indicators, employee satisfaction and retention.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Executive & Executive Leadership Team	✓	✓	✓	✓		✓
	Deputy Chief Executive OCS	✓	✓	✓	✓		✓
	OCS, OSP and OCE Leadership Teams	✓	✓	✓	✓		✓
	Senior Leadership Cohort	✓	✓	✓	✓		
	Pūmanawa Tangata Leadership Team				✓	✓	✓
	Pūmanawa Tangata Team	✓	✓	✓	✓	✓	✓
External	Central Agencies	✓		✓	✓		✓
	Other government departments	✓	✓	✓			
	Relevant network and professional associations	✓	✓		✓		

Your delegations as a manager	
Human Resources and financial delegations	C
Direct reports	7-9

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 	<p>Experience:</p> <ul style="list-style-type: none"> A proven history of providing thought leadership while challenging the status quo. Strong manager and leader who has successfully developed innovative, organisation-wide people strategies based on evidence and implemented within a large and diverse organisation

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none">• Empowering people for success• Inspiring others through vision and purpose	<ul style="list-style-type: none">• Proven experience advising on strategic issues that include significant change.• Experience in leading and managing high performing teams at a senior level <p>Knowledge:</p> <ul style="list-style-type: none">• Sound knowledge of range of strategic thinking concepts and approaches.• Understanding of the political process and the role and place of public service agencies and a commitment to the overall goals and objectives of the New Zealand Public Service including partnership with Māori in the context of the Treaty of Waitangi. <p>Skills:</p> <ul style="list-style-type: none">• Demonstrated sound judgement in dealing with complex, sensitive or ambiguous issues.• Excellent relationship management, negotiation and communication skills both oral and written.• Pragmatic, solution focused approach based on well-developed perceptions and appropriate evidence.• Demonstrated ability in research and oral and written communication <p>Other requirements:</p> <ul style="list-style-type: none">• Relevant tertiary qualification