



Job description

Haere mai

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

Project Adviser – Ethnic Communities Graduate Programme, Office of Ethnic Communities

The Project Adviser will support the development and implementation of the Ethnic Communities Graduate Programme across the public sector, with the Office of Ethnic Communities (within DIA) being the lead agency. This Programme will place talented graduates into the Public Service for an 18-month period, with the aim of breaking down barriers that exist for people from ethnic communities to enter and progress within the Public Service and improving diversity and inclusion in the Public Service. The Project Adviser will work closely with the Project Manager to establish a successful Programme.

- **Reporting to:** Manager Applied Policy
- **Location:** Wellington
- **Salary range:** Corporate G

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 whaitake 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 hapori, 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>Graduate Programme development and management</p> <ul style="list-style-type: none"> • Support the Project Manager to develop and lead the Ethnic Communities Graduate Programme • Support reporting and direction setting of the Programme through the appropriate governance mechanisms • Support the Programme effectively through the cycles of onboarding, rotations and off boarding including planning, risk management, budget management, and monitoring performance • Draw on the learning and best practice from government graduate programmes in other parts of the Public Service, and graduate/participating agency feedback to evolve and further develop the Programme. 	<ul style="list-style-type: none"> • Programme documentation and resources are developed and maintained • Participating agencies provide timely feedback and understand how their input has been considered • Participating agencies understand objectives, actions and what is required of them • Progress is monitored and reported on. Action is taken to resolve any issues • The Programme has management, monitoring, and decision-making structures, including

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> • Ensure the Programme is sustainable by building in resilience through engagement and ownership across other agencies • Develop, document and maintain Programme processes and resources to enable business continuity • Development of a process to evaluate and enable feedback on the effectiveness of the Programme 	<p>governance overview</p> <ul style="list-style-type: none"> • Delivery of Programme cycles are completed on time and are within budget • Risks are mitigated and opportunities are identified
<p>Graduate cohort recruitment and onboarding</p> <ul style="list-style-type: none"> • Advertise and proactively promote the Programme across various targeted channels using available OEC and external resources as required • Assist in developing entry criteria and leading the assessment process • Contribute towards decision-making with participating agencies to achieve the best match between graduates and target roles • Advise on the offer and onboarding process for graduates in tandem with participating agencies 	<ul style="list-style-type: none"> • Graduate cohort meets the criteria for acceptance in terms of qualifications, career goals and personal attributes • Graduates are clear on objectives, Programme offerings and what is required of them • Positive feedback from participating agencies on the Programme
<p>People leadership and capability development</p> <ul style="list-style-type: none"> • Support the provision of ‘pastoral care’ to the graduate cohort with individual and group sessions with graduates to identify issues and needs, monitor process and get feedback on the Programme • Support problem-solving between graduates and agencies where required • Develop tools and resources to support consistency in identifying and developing graduate capability and performance that will meet the needs of graduates and those of participating agencies • Support career pathways and capability/performance targets for each graduate across participating agencies that matches their area of expertise, strengths, and career goals • Support agencies in mentoring and coaching participants, focusing on both performance and capability development 	<ul style="list-style-type: none"> • Graduate capabilities and performance are assessed on a regular basis and incremental improvements are shown in line with target expectations • Agencies actively manage performance development, coaching and mentoring as per the MOU • Regular support provided to Graduates • Graduate cohort have positive feedback on the Programme • Maximise retention of the graduate cohort within the public sector • Any issues are effectively resolved
<p>Engagement with participating agencies</p> <ul style="list-style-type: none"> • Support and advise on engagement processes with participating (and potential participant) 	<ul style="list-style-type: none"> • Stakeholders have a clear and positive perception of the Programme

What you will do to contribute	As a result we will see
<p>agencies to:</p> <ul style="list-style-type: none"> • develop clarity on expectations; • define the experiences agencies will provide for participants; • build inter-agency relationships to enable effective integration and co-ordination of activities; • promote opportunities <ul style="list-style-type: none"> • Communicate needs, plans, progress and outcomes of the work programme in an accessible way to a range of audiences • Identify and work closely with owners for the Programme in each participating agency • Develop/maintain documentation with participating agencies which clearly outlines roles and expectations including MOUs and secondment agreements 	<ul style="list-style-type: none"> • Deliverables are achieved through cooperation and effective communication with key stakeholders • Productive relationships and networks are built and maintained both internally & externally • Positive feedback from participating agencies
<p>Health and safety</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 considerations for graduates in other agencies are fully considered and guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Graduate cohort	✓	✓	✓	✓		✓
	Manager – Applied Policy, OEC	✓	✓	✓	✓		✓
	OEC Leadership Team	✓	✓	✓	✓		✓
	Human Resources and Culture and Capability		✓		✓		
	OEC Communications advisers		✓		✓		
	Project Manager	✓	✓	✓	✓		✓
External	Participating agencies	✓	✓	✓	✓		✓
	Other parts of government overseeing progress	✓	✓	✓	✓		✓
	L&D / training suppliers		✓		✓		

Your delegations as a manager	
Human Resources and financial delegations	Level Z

Your delegations as a manager

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 [Specialist](#).

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

What you will bring specifically

Experience:

- Experience establishing and managing graduate programmes in the Public Service;
- Intermediate experience in working on cross-agency projects
- Experience in developing and implementing communications plans
- Experienced in commissioning solutions and managing vendors against results

Knowledge:

- Well-developed understanding of ethnic communities, job capabilities, workforce issues and dynamics and career pathways
- Current and in-depth understanding of competency, career development and performance management frameworks
- Understanding of public sector organisations and the HR processes in that context

Skills:

- Proven ability to influence a range of stakeholders
- Project management skills
- Personal and professional credibility to build effective relationships with managers and HR professionals across participating agencies
- Strong communication skills, particularly presentation skills and interaction with large groups
- Coaching and mentoring skills, ability to provide personal guidance and support

Other requirements:

- A tertiary level qualification or equivalent level of experience