



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at the Ministry for Ethnic Communities

Principal Advisor Inter Cultural Capability and Language

System Capability and Programmes

The Ministry for Ethnic Communities (MEC) is the chief advisor to the Government on ethnic diversity and inclusion of ethnic communities in wider society. We seek to support the needs and aspirations of ethnically diverse communities throughout Aotearoa New Zealand and, play a key role in ensuring their views are represented in the development of policy and operational initiatives across the public sector.

The Principal Advisor Inter Cultural Capability and Language role provides strategic advice and is accountable for establishing and then implementing an Inter-cultural function for the Ministry which provides cultural capability and language advice for government agencies and other key stakeholders.

Working with other teams across the Ministry, this role will also contribute to strategic initiatives within the Ministry's work programme that are aimed at improving overall cultural intelligence across key functions in government agencies.

Reporting to the Director, Capability Programmes, the Principal Advisor Inter Cultural Capability and Language will develop and deliver specialist intercultural advice including multilingual advice, resources and capability tools to enable employers both public and private sectors to better manage intercultural interactions and communication at their workplaces. This role will build and maintain key strategic relationships with leaders and employers both from private and public sector leaders. This role is also responsible for collaboration with other agencies who run similar programmes to ensure a sector wide view of opportunities to value inclusion and ethnic diversity within the system.

- **Reporting to:** Director of Capability Programmes
- **Location:** National

What we do matters – our purpose

The Ministry for Ethnic Communities is the Government's chief advisor on ethnic communities, ethnic diversity and the inclusion of ethnic communities in wider society.

We work with communities, other Government agencies and a range of organisations to help increase social cohesion and ensure Aotearoa is a place where everyone feels welcome, valued and empowered to be themselves. We also provide services and support directly to our communities.

The Ministry represents people who identify as African, Asian, Continental European, Latin American and the Middle Eastern.

How we do things around here – our values



Whakakotahitanga

(Inclusive)

Unifying thought, opinion and action for the collective good.



Ngākau Pono

(Authentic)

To act with integrity and sincerity.



Whakamanawanui

(Courageous)

Act valiantly and courageously.



Manaakitanga

(Kind)

Encompasses care and generosity, for the purpose of nurturing relationships.

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 the Ministry 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 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.

How we work

As a Ministry:

- **We want to be a catalyst for change** – we will do this by getting the key issues for ethnic communities on the agenda of Government and the relevant agencies.
- **We want to harness and share knowledge** – we will do this by providing accessible, evidence-based insights and knowledge that can help inform discourse on inclusion and diversity.
- **We want to work in partnership with others** – we will do this by building relationships inside and outside government that bring the perspectives of ethnic communities into the policy development process.

- **We want to support communities to be more empowered** – we will do this by facilitating and supporting development of community programmes that help to grow a more inclusive Aotearoa New Zealand

What you will do to contribute	As a result we will see
<p>Establishing an Inter-cultural function for the Ministry</p> <ul style="list-style-type: none"> • Develop a sustainable programme plan and an associated programme of activity/resource development/engagement and promotional activity for the delivery of the new Inter-cultural function for the Ministry. • Contribute and support the Executive and Senior Leadership within the Ministry to achieve outcomes as part of the Strategic Plan 2022-2025. • Develop clear immediate, medium- and long-term targets for industry to achieve diverse and inclusive workplaces and to obtain the buy-in of organisations to those targets 	<ul style="list-style-type: none"> • Cultural capability and language advice for government agencies and other key stakeholders is delivered and meets the needs of all participants. • Targets are clear for participants and the steps required to achieve them. • Progress towards achieving cultural capability goals can be seen and reported against across the sector.
<p>Implementing Inter-cultural programmes</p> <ul style="list-style-type: none"> • Project managing the development and delivery of updated tools and resources, where appropriate • Lead the collaboration within the Ministry and partnering organisations to deliver an impactful communications and marketing plan for building the profile and growing membership of the programme • Establishing agreements or memorandums of understanding with other key diversity and inclusion initiatives across the sector to ensure alignment and coordination across these initiatives to the benefit of the whole sector • Engagement across all partners to ensure a constructive and collaborative culture to deliver on its objectives • Tracking and monitoring member and stakeholder engagement, and making recommendations for improvement • Provide specialist advice on the utility and provision of multilingual or specific language by relevant government services where appropriate • Build a network of support to appropriately utilise required translation or interpretation services where required. 	<ul style="list-style-type: none"> • MEC is seen as a trusted advisor within the sector and for the delivery of diversity and inclusion programmes, guidance, and resources. • A range of intercultural programmes and associated resources are designed and delivered which meet the needs of participating members and positively promote ongoing and new engagement.
<p>Strategic advisory and relationships</p> <ul style="list-style-type: none"> • Develop and maintain strategic relationships with key stakeholders delivering diversity and inclusion 	<ul style="list-style-type: none"> • Diversity and inclusion programmes are strong and aligned within the overall sector.

What you will do to contribute	As a result we will see
programmes within our sector, to ensure alignment to strengthen the overall sector	<ul style="list-style-type: none"> Trusted advice and guidance is provided both internally and externally across diversity and inclusion issues.
<ul style="list-style-type: none"> Staying up to date on issues affecting diversity inclusion and the sector and identifying opportunities to strengthen and grow the reach of the programme. 	
Health and safety (for self) <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.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	MEC Executive team and senior leaders	✓	✓	✓	✓	✓	✓
	Ministry wide team	✓	✓	✓	✓	✓	✓
External	Partnering organisations within public and private sector.	✓	✓	✓	✓	✓	✓
	Government agencies and leaders	✓	✓	✓	✓	✓	✓
	Programme developers/vendors and resource developers/contributors	✓	✓	✓	✓	✓	✓

Your delegations as a manager	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At the Ministry, 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.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Problem solving Critical thinking 	<p>Experience:</p> <ul style="list-style-type: none"> You are a hands-on change maker. A deep understanding, passion and at least 5 years’ experience in diversity and inclusion programme design. Experience in business and product development, and /or change management.

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none">• Interpersonal savvy• Navigating complexity• Communicating with influence• Technical and specialist learning	<ul style="list-style-type: none">• At least 5 years working experience in central government agencies. <p>Knowledge:</p> <ul style="list-style-type: none">• An understanding of Te Tiriti o Waitangi and an appreciation of tikanga Māori. <p>Skills:</p> <ul style="list-style-type: none">• Strategic thinking and the ability to lead and deliver the Inter-cultural capability programme.• Ability to provide specialist advice on the utility and provision of multi-lingual or specific language.• Flexibility, resilience, and a drive to influence and succeed. <p>Other requirements:</p> <ul style="list-style-type: none">• Above all you are a person who brings their full self to the role.• You are a person who loves connecting people and purpose.• You thrive in an organisation and a kaupapa that you can lean in with your passion for diverse views, diverse outcomes and change.