



Job Title:	Kaitohutohu Matua Senior Advisor
Group:	Te Hautū, te Kanorau me te Whai Wāhitanga Leadership, Diversity and Inclusion
Reports to:	Programme Director, Employee-Led Networks
Location:	Wellington
Date:	June 2021

Our Role

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtaka o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai orange o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

Te Kawa Mataaho Public Service Commission (the Commission) leads the public sector to make a positive difference for New Zealand and New Zealanders. Our agency, which houses the Office of the Head of the Public Service, sets the course, role models what good looks like, and leads the system to deliver the results and services that matter to New Zealanders.

Our purpose is to lead the State services while protecting and enhancing the standards of integrity and conduct that are at the heart of what we do. Working with us is about being part of a small agile team, with a big ambition. Our ambition means we enable our people to push the boundaries and strive for better, while encouraging our colleagues across other agencies to do the same.

We look for people who are talented in many ways and can influence and inspire those around them. We are after people who embody the spirit of service and can deliver for the communities we work so hard for. We offer exciting career opportunities to gain breadth of expertise through work that reaches across the sector.

Our mission is: we lead the public sector in the service of our nation.

Position Purpose

The Employee-Led Networks (ELN) team hosted at Te Kawa Mataaho supports the development of employee-led networks to enable a diverse and inclusive Public Service. The team is aligned to the Public Service Commission's system leadership role to foster a public service that reflects, values and is responsive to the diverse communities we serve. Supporting ELNs is one of the [five Papa Pounamu priorities](#), which is being co-led by functional Chief Executives (Naomi Ferguson and Peter Mersi) across the Public Service.

The team leverages the skills and tools it has developed over time to support a wide range of ELNs at different stages of development including the [Government Women's Network](#).

We are looking for a positive, solution-focused individual who actively looks for opportunities to collaborate and innovate. You need to have a passion for understanding issues that impact underrepresented or marginalised people in the public service and communities and a desire to help people connect, share ideas and support each other in the public service and across our communities.

The role suits an experienced Senior Advisor who has a strong focus on engagement and building strong diverse relationships. You will be a strategic thinker, who can create a vision and plan and then bring people along with you. You will understand how we can build more inclusive workplaces and will have a curious and open mindset.

Overview

The Public Services Act 2020 strengthens and supports the responsibilities of public service leaders to promote diversity and inclusiveness, and to support the Crown in its relationship with Māori under Te Tiriti o Waitangi including by developing and maintained the capability of the public service to engage with Māori and to understand Māori perspectives. A dedicated Leadership Diversity and Inclusion Deputy Commissioner and group was established within Te Kawa Mataaho in August 2020 to redouble our efforts to meet our goals and aspirations to be an exemplar employer, pursue fairness and diversity and to foster a workplace that is inclusive for all.

The Leadership Diversity and Inclusion group have an ambitious work programme, working alongside public service leaders and partner agencies, which requires us to take a measured and deliberate approach to focus on the things that matter most, and enables us to draw on and share best practice and capability across the system.

Ngā kawa o Te Kawa Mataaho

Matakite	<i>We are ambitious for the Public Service and New Zealand, we speak and act with integrity</i>
Manaakitanga	<i>We treat people with respect and inclusivity, we care for, support and look after our people</i>
Whakapau kaha	<i>We inspire trust and confidence, take action and work to empower others</i>
Kōtahitanga	<i>We are collaborative and work as one</i>

Position Scope

Key Dimensions

Financial:	Nil	Delegation level = 0
Human resources:	Direct reports = 0	Delegation level = 4

Key Accountabilities

Key Result Areas	Key accountabilities/expectations
<p>Strategy</p> <p><i>Where are we going? And how do we get there?</i></p>	<ul style="list-style-type: none"> ▶ Lead and/or support the development of strategy and vision for cross-agency ELNs. ▶ Develop effective relationships with ELNs and support them to connect up across the system and maximise their impact. ▶ Work across ELNs, Te Kawa Mataaho and stakeholders to ensure support for the strategic direction and work programme ▶ Provide advice to Te Kawa Mataaho/Papa Pounamu and other system leaders on areas for focus to create positive change based on information from ELNs. ▶ Lead and/or support the work programme and implementation of strategy including collecting and analysing data and success measures.
<p>Delivery</p> <p><i>How will we turn what we know into what we do?</i></p>	<ul style="list-style-type: none"> ▶ Use innovative solutions to minimise duplication and maximise the opportunities across employee-led networks ▶ Lead and deliver projects as required ▶ Deliver operational communications such as newsletters and LinkedIn campaigns. ▶ Lead activities to increase reach and impact of employee-led networks ▶ Support the development of resources that are sharable, easy to use and relevant to ELNs. ▶ Create and implement strategic plans for engagement and communications
<p>System</p> <p><i>How do we together build for a better NZ?</i></p>	<ul style="list-style-type: none"> ▶ Support ELNs to identify and influence policy changes that would contribute to a more diverse and inclusive public sector. ▶ Build an understanding of the barriers and opportunities to a more diverse and inclusive public sector, for particular ELN demographics and generally across all ELNs. ▶ Ensure that strategies and plans meet the needs of ELNs and are aligned with wider System and Strategic directions. ▶ Work with a range of managers across the Leadership, Inclusion and Diversity team, Commission and other agencies to maximise opportunities and create opportunities to influence.

Key Result Areas	Key accountabilities/expectations
<p>Talent</p> <p><i>How am I developing talent for the future?</i></p>	<ul style="list-style-type: none"> ▶ Utilise your considerable experience and expertise on the more complex and challenging engagements ▶ Identify and develop innovative engagement ideas and put them into practice. ▶ Take a lead role in quality assurance and supporting ELNs to develop effective engagement strategies ▶ Take a proactive role in identifying innovative solutions to emerging issues.

Key Relationships

- ▶ Employee-Led Networks (ELN) representatives and groups
- ▶ Relevant Governance groups eg Papa Pounamu Government Women's Network (GWN) Steering Committee
- ▶ Other ELN/GWN programme staff
- ▶ Leadership, Diversity and Inclusion team
- ▶ Public Service Commission staff
- ▶ Cross-agency working groups

Experience, Qualifications, Skills and Knowledge

- ▶ A broad personal perspective and set of experiences which lend themselves to understanding marginalisation in the workplace.
- ▶ Ideally worked within multiple Government Agencies, and knows how to work effectively within different contexts and with different communities.
- ▶ Knowledge of diversity and inclusion policy in workplaces
- ▶ Experienced with navigating ambiguity and sees change as an opportunity not a threat
- ▶ Actively manage portfolio work and/or allocated project-based activities and initiatives.
- ▶ Effectively manage and prioritise competing demands.
- ▶ Display self-motivation and initiative.
- ▶ Maintains confidentiality and security of information and data at all times.
- ▶ Operate with a greater degree of autonomy and less direction. Using their expertise and previous experience to ensure complex projects and programmes of work are managed and delivered.
- ▶ Motivate self and others, displaying a high level of initiative and innovation.
- ▶ Is willing to lead and knows when to step up and when to give others opportunities.
- ▶ Shows a high degree of self-awareness and resilience can adapt to different relationships and contexts.
- ▶ Knowledge of te ao Māori, tikanga and kawa and/or be open to developing a sound understanding of the implications of Te Tiriti on today's society and public service.
- ▶ A commitment to supporting diversity and inclusion in the workplace
- ▶ Ability to meet the criteria required to hold a NZ Government security clearance at the level assigned for the position.

Specialist Knowledge:

- ▶ An ability to take a broad organisational perspective to put communication and other issues into context.
- ▶ The ability to identify customer requirements; develop, continually improve, and deliver fit-for- purpose solutions.
- ▶ Well-developed ability to critically analyse complex information and make effective decisions and recommendations.
- ▶ An ability to interpret and convey information and ideas accurately and clearly in a manner that meets the needs of the business.
- ▶ Knowledge and understanding of;
 - Te reo Māori
 - Tikanga, kawa, matauranga māori

- Te ao Māori
 - Te Tiriti o Waitangi and The Treaty of Waitangi.
- ▶ Proactive and effective management of internal and external relationships, using effective influencing and persuading techniques.
 - ▶ Highly developed communication skills – both written and verbal.
 - ▶ Are skilled in providing both strategic and operational support on a range of topics to various audiences.
 - ▶ Deliver and articulate information which is accurate and meets the needs of the audience
 - ▶ Specialist knowledge about diversity, inclusion and the role of employee-led networks is desirable but not a must.
 - ▶ Interest in social media/websites and other tools to create impact.

Leadership Success Profile

The Leadership Success Profile (LSP) describes what effective leadership looks like across New Zealand's Public Service. The capabilities and outcomes required for this role are included in the Appendix. For more information please visit the [Leadership Success Profile](#) on our website.

Health, Safety and Wellbeing

Te Kawa Mataaho is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

Changes to Position Description

Positions in the Commission may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and the manager of this position may initiate such change as necessary.

Manager's Name: Carin Sundstedt

Manager's Role: Programme Director, Employee-Led Networks

Appendix: Leadership Success Profile (LSP)



LSP capability	Level	Typical capability description for this role
Strategic Leadership: Navigating for the future		
Leading strategically Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.	3	<ul style="list-style-type: none"> ▶ Think strategically ▶ Progress current thinking ▶ Develop and implement strategy ▶ Engage people in the vision
Leading with influence Lead and communicate in a clear, persuasive, impactful, and inspiring way; to convince others to embrace change and take action.	3	<ul style="list-style-type: none"> ▶ Lead with purpose ▶ Persuade and inspire others ▶ Communicate clearly ▶ Display leadership impact and gravitas
Engaging others Connect with people; to build trust and become a leader that people want to work and for.		<ul style="list-style-type: none"> ▶ Connect with others ▶ Listen ▶ Read people and situations ▶ Communicate tactfully
System Leadership: Stewardship		
Enhancing organisational performance Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.	3	<ul style="list-style-type: none"> ▶ Strengthen business performance ▶ Ensure systems/processes support business goals ▶ Foster continuous improvement ▶ Lead innovation
Enhancing system performance Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.	3	<ul style="list-style-type: none"> ▶ Build strong internal relationships and contribute to your management team as a peer (organisational leadership) ▶ Build external relationships and networks (sector leadership)
Leading at the political interface Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.	1	<ul style="list-style-type: none"> ▶ Work effectively with political representatives ▶ Inform or influence political representatives ▶ Navigate political issues
Talent Management: Identifying and developing our talent		
Enhancing people performance Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.	1	<ul style="list-style-type: none"> ▶ Set clear expectations ▶ Support and reinforce high performance ▶ Manage staff performance
Developing talent Coach and develop diverse talent; to build the people capability required to deliver outcomes.	1	<ul style="list-style-type: none"> ▶ Coach and mentor people ▶ Develop individual capability ▶ Develop collective capability
Enhancing team performance Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.	1	<ul style="list-style-type: none"> ▶ Set clear team objectives and expectations ▶ Monitor team cohesion and performance ▶ Strengthen team cohesion and performance
Delivery Management: Making it happen – with and through others		
Achieving ambitious goals Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.		<ul style="list-style-type: none"> ▶ Committed and tenacious ▶ Set and achieve challenging goals
Managing work priorities Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.	3	<ul style="list-style-type: none"> ▶ Planned and organised ▶ Purposeful about where you invest your time
Achieving through others Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.	1	<ul style="list-style-type: none"> ▶ Delegate effectively to staff ▶ Maintain oversight of your work area
Leadership Character: Tuturu te whakahaere		
Curious Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.		<ul style="list-style-type: none"> ▶ Think analytically and critically ▶ Display curiosity ▶ Mitigate analytical and decision-making biases
Honest and courageous Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.		<ul style="list-style-type: none"> ▶ Show courage ▶ Show decisiveness ▶ Lead with integrity
Resilient Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.		<ul style="list-style-type: none"> ▶ Display resilience ▶ Demonstrate composure
Self-aware and agile Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.		<ul style="list-style-type: none"> ▶ Encourage feedback on own performance ▶ Can self-assess ▶ Adapt approach ▶ Show commitment to development