



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

Director of Engagement and Partnerships (Southern and Central) or (Northern)

Strategic Engagement and Partnerships

The Director of Engagement and Partnerships is a newly established senior management and leadership position within the Ministry for Ethnic Communities. It will form part of a high-performing and supportive leadership team.

The Director will be accountable for leading and managing the Ministry's high performing Community and Partnerships team and shaping the direction of this team. Operating as a public sector systems leader, the Director will partner with tier 3 leaders across the Ministry and government to influence systems change to improve outcomes for ethnic communities.

The Director is responsible for providing strategic thought leadership and direction for maximising efforts with existing partners and securing new partnership opportunities to deliver on the Ministry's strategy.

Reporting to the Deputy Chief Executive, Strategic Engagement & Partnerships, the Director will develop and lead the national engagement and partnership strategy, reflecting the clear focus that "community engagement and partnership is at the heart of Ministry" with ethnic communities. The role will also ensure the delivery of insights and analysis based on that engagement, so as to maintain ongoing engagement with the diverse ethnic communities in Aotearoa New Zealand. Key themes and findings across portfolios will be captured and utilised to inform MEC policy advice. This will support the Ministry to ensure a cohesive, national view of ethnic community perspectives and outcomes are able to be represented back to the Minister, government agencies and other key stakeholders.

- **Reporting to:** Deputy Chief Executive, Strategic Engagement and Partnerships
- **Location:** Auckland
- **Family:** Delivery L
- **Salary:** Salary range of \$141, 803 to \$191,850

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 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.

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	In practice
<p>System Leadership</p> <ul style="list-style-type: none"> • You will position your team and the Ministry to shape, define and respond to the future needs of ethnic communities. 	<ul style="list-style-type: none"> • Provide strategic leadership, vision and direction to develop and implement a prioritised and sequenced Community and Partnership work programme to deliver on the Ministry’s strategic priorities. • Identify emerging issues and imperatives and lead the development of immediate actions and long-term strategies to improve outcomes. • See policy issues through a range of perspectives, recognising broader implications and show leadership to navigate high levels of complexity and ambiguity in collaboration with other senior leaders. • Provide high level strategic advice to the DCE, ELT and Ministers to align government priorities, organisational objectives and stakeholder aspirations.
<p>Influential Leadership</p> <ul style="list-style-type: none"> • You know when to affect change through your work programme and when to seek to influence others to deliver outcomes. 	<ul style="list-style-type: none"> • Continue growing influence and contribution from the Ministry in the regions. • Maintain regular, effective and robust engagement with ethnic communities and public sector agencies with similar work programmes. • Proactively look for opportunities to drive or collaborate with senior colleagues on initiatives that have potential to deliver positive outcomes for ethnic communities.

What you will do to contribute	In practice
	<ul style="list-style-type: none"> • Take a systems approach to building the work programme, working collaboratively with other agencies to deliver evidence and develop an understanding of what it will take to improve the experience of end users. • Have the ability to persuade and gain active participation of others (such as other subject matter experts across the Ministry, senior stakeholders and staff).
<p>Organisational Leadership</p> <ul style="list-style-type: none"> • You will develop and lead a high-performing Community & Partnerships team to gather community intelligence and insight, connected with a national perspective and Ministry-wide strategy and programme of work. 	<ul style="list-style-type: none"> • Develop, implement and manage a strategic engagement and partnership strategy and programme that reflects engagement best practice and links clearly to MEC's operating model, priorities and work programme. • Delivery of key themes and insights as a result of engagement that the policy team can use to inform robust and targeted advice. • Lead and manage team of high performing, culturally competent, engagement advisors. • Contribute to Senior Leadership cohort. • Support collaboration and encourage others to come with Ministry wide view. • Foster a continuous improved culture and work across the organisation to strengthen organisational and business unit performance to achieve gains in effectiveness and efficiency.

What you will do to contribute	In practice
	<ul style="list-style-type: none"> • Delivering on the business unit and team goals, measuring and evaluating work programme performance, and identifying issues/risks and implementing mitigation strategies or escalating when appropriate. • Develop effective leadership presence and communication with Ministers, members of Minister’s office and the Ministry’s senior leaders.
<p>People Leadership</p> <ul style="list-style-type: none"> • You are a people leader responsible for leading high performing teams through strength-based coaching. 	<ul style="list-style-type: none"> • Lead, develop and manage a Community & Partnerships team that works closely with the Policy & Analytics and System Capability and Programmes teams to achieve the Ministry’s priorities. • Role model and demonstrate behaviours in line with the People Leader profile of the Ministry’s Capability Framework. • Lead and inspire by working with direct reports to set clear objectives so that staff have a clear line of sight between their work and the direction of the team and the wider Ministry. • Attract, recruit, support and retain top talent by positioning and developing people effectively within teams and wider MEC as appropriate. • Continue to build the capability and performance of the team, using a strengths-based approach and leading staff engagement efforts. • Demonstrate leadership support for all MEC initiatives and organisational development activities, modelling expected behaviours to direct reports to create a desired workplace culture.

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What you will do to contribute	In practice
	<ul style="list-style-type: none"> The performance and development of direct reports is appropriately planned and managed in accordance with MEC processes and business needs.
<p>Strategic Engagement</p> <ul style="list-style-type: none"> You will develop and drive the Ministry’s strategic engagement and partnership strategy, reflecting the clear focus that “community engagement and partnership is at the heart of MEC”. 	<ul style="list-style-type: none"> Deliver targeted national, portfolio driven community engagement initiatives that align with MEC’s strategic engagement and partnership strategy and work programme. Develop and maintain strategic stakeholder relationship and management plans with ethnic community and agency leaders to improve accessibility for ethnic communities to seek and gather information and services, and which inform the development of policy and services directed at the needs of ethnic communities across wider Government. Identify and stay abreast of critical community issues and trends and proactively distil feedback as community insight that can inform policy advice and the Executive Leadership team. Develop and lead initiatives which enable ethnically diverse and inter-faith communities to engage with the Ministry and the system. Increase the capability of the Community and Partnerships team as strategic brokers in these relationships. Provide support for Parliament, or other portfolio priority events as required. Lead the effective and appropriate response to support diverse communities in a significant emergency or national event.

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What you will do to contribute	In practice
	<ul style="list-style-type: none"> Develop a Ministry's community engagement strategy and work programme that reflects best practice; is nationally coordinated; and advice is sought after by policy makers and service designers across wider Government.
<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.
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> Keep our people healthy, safe and well. 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, Ministry for Ethnic Communities	✓	✓	✓	✓		✓
	Deputy CE, Policy and Analytics, MEC	✓	✓	✓	✓		
	Deputy CE, System Capability and Programmes, MEC	✓	✓	✓	✓		
	MEC Strategic Engagement and Partnerships team members	✓	✓	✓	✓	✓	
	Other MEC staff members	✓	✓	✓	✓		
	MEC business units, especially Community and Partnerships, Policy and Analytics, and Communications	✓	✓	✓	✓		
External	Minister for Ethnic Communities and the Office of the Minister for Ethnic Communities	✓		✓	✓		✓
	Stakeholders from ethnically diverse and inter-faith communities	✓	✓	✓	✓		
	Managers or other senior staff from Government agencies working directly with ethnically diverse and inter-faith communities, or who have an interest in ethnic diversity and inter-faith issues	✓	✓	✓	✓		
	Non-government organisations working directly with ethnically diverse and inter-faith communities, or who have an interest in ethnic diversity and inter-faith issues	✓	✓	✓	✓		
	Managers or other staff from local government working directly with ethnically diverse and inter-faith communities, or who have an interest in ethnic diversity and inter-faith issues	✓	✓	✓	✓		
	Local authorities and agencies, Crown entities and agencies as relevant to MEC	✓	✓	✓	✓		

Your delegations as a manager

Human Resources and financial delegations	Level C
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Direct reports	10
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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 Senior Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Adaptive leadership • Driving innovation and transformation • Strategic agility • Political savvy • Empowering people for success • Inspiring others through vision and purpose 	<p>Experience:</p> <ul style="list-style-type: none"> • Proven success in people and team leadership skills, including motivating and inspiring others. • Extensive and successful track record of forming partnerships of value and effective working relationships with others, including those with diverse cultures, values or priorities. • Demonstrated significant experience working constructively at the interface between community and government. • Demonstrated political nous, strategic risk awareness and understanding of core machinery of government processes and practice. <p>Knowledge:</p> <ul style="list-style-type: none"> • Excellent understanding of community engagement principles and best practice models. • Deep understanding of, and established credibility within New Zealand's ethnically diverse and inter-faith communities or demonstrated capacity to establish this credibility. • Excellent understanding of the political process, the role of the public service, the machinery of government, and the interaction between community engagement and policy and information and service delivery processes. • Understands the process of public policy development, including influence and advice giving. • Knowledge of diversity and inclusion and social cohesion principles. <p>Skills:</p> <ul style="list-style-type: none"> • Capability in understanding qualitative research or data analysis to develop systems for insight capture and delivery. • Advanced ability to transfer knowledge of community information into policy awareness and information and service design and delivery. • Advanced ability to relate to and gain the confidence of diverse stakeholders –

Your success profile for this role	What you will bring specifically
	<p>including within government agencies, ethnically diverse and inter-faith communities, businesses and non-government organisations.</p> <ul style="list-style-type: none">• Excellent political savvy, relationship management, communication and influencing skills.• Leadership skills – demonstrated ability to lead and develop a high performing team.• Strategic skills – ability to see the big picture, and link day to day team activities to the overall strategic direction of the Ministry.• Strong problem solving and creative thinking skills.• Focus on outcomes and drive for results. <p>Other requirements:</p> <ul style="list-style-type: none">• 10+ years' experience as a Senior Leader within government or the private sector.• A robust understanding of the machinery of Government and the functioning of the public service.• Advanced University Degree relevant to this role.

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